



The Copyright  
Licensing Agency

# Explanatory Leaflet

## For licence co-ordinators

### 1.0 Introduction

Your company holds a Multinational Licence with the Copyright Licensing Agency Ltd (CLA) which allows you to make copies of extracts from books, journals and periodicals published in print and from selected digital publications, subject to certain terms and conditions. Copies may be made from publications including those to which you subscribe and from articles or press cuttings provided by licensed external suppliers (e.g. a public relations or press cuttings agency or the British Library) where a copyright fee has been paid. These guidelines are intended to help you to comply with the terms of the Licence.

#### The Licence permits:

- Photocopying
- Scanning
- Copying of digital content, e.g. PDFs from electronic subscriptions or scanned articles circulated by email – that is, digital-to-digital, digital-to-print, and print-to-digital-to-print

#### Which publications?

- Books
- Magazines
- Trade press
- Journals
- Periodicals
- Law reports
- Reference editions
- Press cuttings received from a press cuttings agency
- Copyright fee paid copies
- Some digital versions of the above and other digital publications

Common examples of where you might need to make and distribute copies internally within your company include:

- To share with colleagues at meetings or briefings
- For market intelligence
- For research & development
- For staff training
- To share media coverage within your organisation

### 2.0 Requirement to own an original

Your company should have paid for, or legitimately own, an original of any work being copied. That is, the company should subscribe to the journal or online publication being copied, have been a subscriber for the period covered by the issue being copied, or have bought the book or off-line publication, or been presented with it – for example, a controlled-circulation magazine.

In general you can copy from material which:

- has been purchased as part of a current or past subscription, by your company
- has been received from press cuttings and PR agencies (however newspaper content is excluded)
- has been supplied by or via a 3rd party licensed document supplier/aggregator or a publisher's pay per view website (if the publisher has opted in to the Licence) and where a copyright fee has been paid
- the licence does not allow you to copy from an employee's personal subscriptions unless the employee permanently donates the copy to your company

### 3.0 How much can be copied?

On each occasion you may copy up to 5% or a single chapter of a book or a single article from a periodical, whichever is the greater.

### 4.0 Specific Material Type Copying Guidelines

**Journals and Periodicals** You may copy up to one article from any single issue

**Books** You may copy up to one chapter of a book

**Law Reports** You may copy the whole report of a single case

**Abstracts, Journals** You may copy provided it is no more than five per cent of the issue

**Letters** You should treat a letter as an article and you may therefore copy up to one letter per issue

### 5.0 Specific Copying Guidelines

Employees, consultants and agency workers in the UK

#### Photocopying

The Licence permits photocopying from a very wide range of publications. You can copy from all works published in the UK and Mandating Territories and by Participating US Publishers (see notes). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

#### Scanning

The Licence permits scanning from a very wide range of publications. You can make Digital Copies from all print Works published in the UK and other countries with which CLA has agreed a 'Digital Repertoire Exchange' as listed on [www.cla.co.uk](http://www.cla.co.uk) and updated from time to time. You can make Digital Copies of any U.S. Work listed as being available for copying on the CLA website at [http://www.cla.co.uk/USA/us\\_electronic](http://www.cla.co.uk/USA/us_electronic), as long as an electronic copy is not readily available from the publisher. You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

#### Digital Copying

You can make Digital Copies from UK publications created and distributed in electronic form published by a Participating Digital Material Publisher (see notes) except Excluded Works or works in any Excluded Category (see notes). You can make Digital Copies of any work created and distributed in electronic form in countries with which CLA has agreed a 'Digital Repertoire Exchange' as listed on [www.cla.co.uk](http://www.cla.co.uk) and updated from time to time. You can make Digital Copies of any U.S. work created and distributed in electronic form listed as being available for copying on the CLA website at [http://www.cla.co.uk/USA/us\\_electronic](http://www.cla.co.uk/USA/us_electronic). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

#### Employees, consultants and agency workers outside the UK

##### Photocopying

The Licence permits photocopying from a very wide range of publications. You can copy from all works published in the UK and by Participating US Publishers (see notes). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

*Note that the making of photocopies by overseas employees, consultants or agency workers from Works published outside the UK or US is not permitted under this licence.*

##### Scanning

The Licence permits scanning from a very wide range of publications. You can make Digital Copies from all print Works published in the UK. You can make Digital Copies of any U.S. Work listed as being available for copying on the CLA website at [http://www.cla.co.uk/USA/us\\_electronic](http://www.cla.co.uk/USA/us_electronic), as long as an electronic copy is not readily available from the publisher. You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

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##### Digital Copying

You can make Digital Copies from UK publications created and distributed in electronic form published by a Participating Digital Material Publisher (see notes) except Excluded Works or works in any Excluded Category (see notes). You can make Digital Copies of any U.S. work created and distributed in electronic form listed as being available for copying on the CLA website at [http://www.cla.co.uk/USA/us\\_electronic](http://www.cla.co.uk/USA/us_electronic). You cannot copy from Excluded Works, and works in any Excluded Category (see notes).

*Note that the making of digital copies by overseas employees, consultants or agency workers from Works published outside the UK or US is not permitted under this licence.*

## All employees

- Employees may store Digital Copies to their local hard drives or personal server space
- Employees may store individual licensed copies on your company intranet for access by authorised users for a period of up to 30 days - such can then be downloaded and stored locally by employees or printed or forwarded by email to colleagues. Copies may also be held, for longer, in a project- or product-based store, provided it is only accessed by employees within the same work group
- Copying may be subcontracted to third parties
- Copies may be sent to external organisations for the purposes of regulatory or patent submissions

### 6.0 Annotation and Digital Markup

Electronic notation or electronic marking up of a digital copy which clearly distinguishes such notation or marking up from the original text is permitted.

### 7.0 No Substitution for Purchase

The Licence does not permit you to make copies which directly or indirectly substitute for the purchase of an original published edition (whether print or digital), or which might be used instead of commissioning work directly from an artist or a writer. The Licence has been developed to help you make full use of the material you already own.

### 8.0 Data Collection

Your company pays an annual licence fee to CLA, which (after deduction of CLA's costs) is distributed to the authors, artists and publishers concerned.

CLA uses a number of means to distribute the licence fee as fairly as practical without imposing an undue burden of reporting on licensees. Although you do not need to keep an ongoing record of your copying, you may from time to time be asked to take part in a data gathering exercise, such as providing CLA with information on your publication holdings or answering questions on the copying that is done under your Licence.

### 9.0 Additional Information

CLA produces a number of other documents to support the Licence and its interpretation. The latest versions of these documents are available on the CLA website at [www.cla.co.uk](http://www.cla.co.uk) and you should check the version on the website before copying.

### 10.0 Notes

In these guidelines, some terms are used which have special meanings:

#### Excluded Work

An Excluded Work is a work (such as a book, journal or periodical) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder. A list can be found at [www.cla.co.uk/excludedworks.php](http://www.cla.co.uk/excludedworks.php).

#### Excluded Category

An Excluded Category is a category of work (for example maps) which is specifically excluded from our licence coverage and cannot therefore be copied without direct permission from the rights holder. A list can be found at [www.cla.co.uk/excludedworks.php](http://www.cla.co.uk/excludedworks.php).

#### Participating Digital Material Publisher

A Participating Digital Material Publisher is a publisher who has agreed to include their digital publications in our digital licence. For full details please visit the CLA website: [www.cla.co.uk](http://www.cla.co.uk).

#### Participating U.S. Publisher

A Participating U.S. Publisher is a publisher whose Work can be photocopied under CLA's licence by agreement between CLA and CCC (Copyright Clearance Center).

#### Mandating Territory

A mandating territory is a country with whom CLA has signed an agreement to include in CLA licences some or all publications from that country. A list of these countries can be found at [www.cla.co.uk/Mandating\\_overseas\\_terr.php](http://www.cla.co.uk/Mandating_overseas_terr.php).

This document is intended for use as guidance only and not as a substitute for the CLA licence terms themselves, which should be read in full. In the event of conflict between the two, the licence shall prevail.