Why do we hold a CLA Licence?

Books, journals, magazines, and digital resources are protected by copyright.

This copyright means that it’s likely you need to seek permission before you re-use published material.

Sometimes [copyright exceptions](https://www.cla.co.uk/copyright_exceptions) (Saesneg yn unig) mean you don’t need to seek permission in certain cases. The exceptions are unlikely to cover all your copying needs however.

CLA’s blanket Education Licence gives staff at licensed institutions the right to copy and re-use published material, without having to worry about spending time and money

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Peace of mind

Provided that staff comply with the Education Licence terms and conditions, CLA will indemnify (protect against legal liability) your institution for claims for copyright infringement, where the use is covered by the licence.

cla.co.uk/licencetocopy
As a licensee you can

- Photocopy
- Print out
- Re-type
- Scan
- Copy & Paste
- Photograph

How licensing supports creativity

**Royalty payments** are paid annually to authors, publishers and artists, who can then go on to produce more material.

**CLA** returns this data and licence fees (minus our operating costs) to organisations representing publishers, authors and artists.

**Data Collection Exercises**, conducted by CLA, sample copying at schools and colleges. The data collected is used to calculate royalty payments.

**Schools and colleges** purchase the CLA Education Licence to get permission to copy, and to protect from the risk of copyright infringement.

**Publishers, authors and artists** create and publish content, which is included in the CLA Education Licence.
What can I copy?

Your school/college must own or subscribe to the material being copied or re-used, which can include:

- Books
- Magazines
- Journals
- Certain website content

The quickest way to see if something you want to re-use is covered by the licence is to use the Check Permissions tool on CLA's website (Saesneg yn unig). Just look out for this banner:

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This document is provided for guidance only. Please note that it does not substitute for the terms and conditions of the Licence, and that, in the event of a conflict between the two, the Licence prevails.

cla.co.uk/licencetocopy
Some types of content cannot be copied using your licence

**Workbooks, workcards or assignment sheets**
These are publications intended for a student to write on and for once-only use

**‘Copying not permitted under CLA Licence’**
Any publication which includes a notice expressly stating that it may not be copied under a CLA licence. This would normally appear at the front of a publication along with the name of the publisher and the general copyright notice

**Printed Music (including the words)**
These are publications that consist entirely of printed music. For schools, the Schools Printed Music Licence (SPML) is available to purchase. For colleges, no blanket licence is currently available and so institutions are advised to contact the Music Publishers Association for guidance

**Newspapers (print and website versions)**
NLA Media Access has appointed CLA as its agent for all UK education licensing. You can find out more about copying from newspapers on CLA’s website

**Maps and charts**
These are publication that consist entirely of maps and/or charts. Charts in this context refers to for example, sea, weather and hydrographic charts. Information about the licensed use of Ordnance Survey products can be found on the Ordnance Survey website
You can copy whichever of the three options is greater. So if two chapters come to 5% of the book, you can copy both under the licence.

These amounts apply to digital material as well, but we know that things like websites aren’t organised in the same way as a print book. We advise you to use your best judgement to copy reasonable extracts in line with the above guidance.
How does this work with primary licences?

If your school or college purchases or subscribes to a digital product like an e-book platform, that will usually come with a licence agreement - known as your primary licence agreement. Primary licences are issued by publishers and other providers, and the CLA Education Licence is designed to complement them.

A primary licence might permit the making of copies. Make sure you check before copying as this can vary from publisher to publisher.

You might want to copy under the CLA licence though, not the primary licence, perhaps because the CLA licence terms of 5% are more generous.

Ultimately it is up to you which terms you copy under, the primary licence or CLA’s. Just remember that the material has to be included in our licence. Use the Check Permissions tool to confirm.
Who can I give copies to?

Staff and students at your school or college can receive copies made under the licence.

The key thing to remember is that the copy must be secure to your institution. It should not be shared outside the school, or put on a public facing website.

How many copies can I make?

You can make as many copies as are needed to see that each student and any staff supporting the class has access to a copy.

It’s fine to put the copy on the VLE or intranet, just make sure it’s secure to your school or college.

How long can I keep copies for?

You can keep copies for as long as you need them, after which they should be destroyed or deleted. Keep track of old copies you use so that any new copies from the same material don’t take you over the 5%.

If you have a scan that you don’t need to give to students this year, but think you’ll use again, just ensure it’s securely archived until needed. The licence doesn’t cover you to keep scans open to all students in a ‘library’ they can browse, so make sure they’re stored and filed appropriately.
Do I need to report what I copy?

It’s good practice to record the bibliographic details - author/artist and title - on the copy, and ideally the publisher and ISBN/ISSN or URL too.

This will help you keep track of your copying, and model good accreditation and referencing to students.

Beyond this, you don’t need to tell CLA what you copy, unless you are selected for a Data Collection Exercise. The exercises help us work out how to distribute our licence fees to authors, artists and publishers whose work has been copied.

If your institution is selected for an exercise, you’ll be notified well in advance, and talked through the process. We thank you for all your efforts in advance - that valuable data helps us pay creators for the re-use of their work.
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To do this, your institution must have purchased an original copy of the work in question.

Copying for students with a visual impairment is also a copyright exception, so you can decide if you copy under the licence or the exception.
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To see how the platform works, and to sign up for an account, simply visit educationplatform.co.uk (Saesneg yn unig).

Getting in touch

We hope these User Guidelines have helped to explain your CLA Education Licence. However, if you still have questions, simply get in touch and we’ll be happy to help.

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