

The Basic Licence: Copying newspaper material for teaching and learning

The Basic Licence covers copying from print and digital national newspapers, and up to 5 regional/local newspapers for your students

You can photocopy and scan from print, and copy and paste from digital for all opted in titles. Copies must be kept within the institution, but they can be issued to students, either in print coursepacks, uploaded to a VLE or shared drive, or emailed directly to students. Copies can also be stored/kept as long as necessary for teaching or learning use.



Photocopy



Scan



Email

You simply need to check that the newspaper in question is covered by the NLA Licence – run the title or URL through the [Check Permissions](#) tool to find out.

Your institution does not need to own the paper for the NLA Licence, nor are there extent limits such as those for the CLA Licence. There's also no need to log or record the copying you've done.

The Basic Licence also covers 'ad hoc' copying for media monitoring purposes. So if you happen to come across an article about your institution, and wish to photocopy it for pigeonholes or email to colleagues, this is covered by the Basic Licence.

If you're unsure about copying from newspaper material, contact your Licence Co-ordinator.

Media Monitoring Add-Ons: Copying newspaper material for media monitoring activities

Your institution may also have chosen a selection of media monitoring add-ons or additional licences. These are necessary if you systematically share print copies, digital PDFs or weblinks and alerts for media monitoring activities

By systematic, we mean a regular, frequent and planned activity. Examples include a weekly press office meeting for which a press pack is compiled, or the regular receipt of press clippings from a media monitoring service. Depending on your activity, there's a selection of potential add-ons.



Frequent Paper Add-On. This covers you to photocopy from originals regularly and to print out from digital originals for a print press pack.



Frequent Digital Add-On. This covers you to receive digital articles regularly from a media monitoring service. Normally the primary service fee covers the first user, but if more than one person receives the articles, or it's always shared further, then this add-on will cover you. You can email the clippings, or place them in a shared drive.



Web Media Monitoring Licence (WMML). This covers you to receive alerts and web links to newspaper material from a media monitoring service.



Corporate Website Republishing Licence (CWRL). This covers you to post newspaper content to your public facing websites or social media.

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