



Use of Copyright Materials Policy

Document title:	Use of Copyright Materials Policy
Audience:	All students, staff, governors, contractors and visitors
Version:	5
Approved by:	Senior Leadership Team
Date approved:	16 September 2020
Date of next review:	August 2023
Document owner:	Assistant Principal Student Services
Equality impact assessment:	N/A
Student friendly:	Yes

Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)
1	Replacement	April 2008	Superseded and replaced: CLA: Licensed Copying User Guidelines Copyright Further Notes for Guidance Use of Copyrighted Materials by College Copyright- Audio and Audio-Visual Productions NLA: Newspaper Copyright License
2	Review	January 2010	
3	Revision	November 2014	Implementation of EU Directive 2001/29 / EU Copyright Directive on 1st June 2014
4	Review	September 2016	
5	Revision	August 2020	Amendment to the details about Licensing bodies and updating of some URLs.

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every 3 years.

Use of Copyright Materials Policy

The UK's Copyright, Designs & Patents Act 1988 ("the 1988 Act") forms the legal basis for this policy along with the EU Directive 2001/29, also known as the EU Copyright Directive ("EUCD"), which was implemented on 1st June 2014. The EUCD updates aspects of the 1988 Act relating to Research, Education, Libraries and Archives and extends the copyright exceptions for students and libraries from just literary and artistic works to all forms of copyrighted work.

Copyright exists to protect the rights of a work's creator(s), and to prevent illegal reproduction of a copyrighted work which may result in them being deprived of a legitimate income. Copyright covers literary, dramatic, musical and artistic works as well as films, sound recordings, book layouts, and broadcasts.

Copyright is part of the wider area often referred to as Intellectual Property Rights ("IPR"). For the purposes of this policy this document will focus solely on the aspect of the College's use of copyrighted materials.

The College will:

- Ensure that the staff and students adhere to the various laws relating to IPRs in their day-to-day tasks of teaching and learning and any persons concerned by IPR outside these areas should be referred to the College's legal representatives.
- Ensure that members of the College community minimise the risk of infringement and the consequent liability towards others, whilst at the same time ensuring that the College is fully exploiting its rights.
- Provide training and regular updates to ensure that the College community understand their responsibilities in relation to this policy.

Linked policies

Data Protection (GDPR) Policy
Staff Disciplinary Policy
Student Positive Behaviour Policy

Linked procedures

Student Disciplinary Procedures
Staff disciplinary Procedures.