Foundations of Copyright for Teaching and Learning
iSkills session
6 Feb 2025

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UNIVERSITY OF OXFORD

This session will be recorded

Slides and recording will be emailed after the session

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Learning Outcomes

By attending this session, you will have the opportunity to:

- Identify copyright works and usages in teaching contexts

- Compare different types of licence available for teaching – proprietary and open

- Follow the requirements of the CLA licence

- Apply risk management principles to the use of copyright exceptions for teaching

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Discussion for later on

- Please add in the chat examples of copyright issues you've had in your teaching.

www.bodleian.ox.ac.uk/copyright

Ask a librarian

Getting started guides ▶

Workshops ▶

Guide to copyright ▼

  Copyright for students

  Copyright for lecturers

  Copyright for researchers

  Finding and sharing content online

  Copyright infringement

  Copyright licences

  Copyright and licensing for e-journals

How to guides ▶

Subject librarians

Copyright: what you need to know

Copyright is relevant whenever you are copying or sharing creative work. This guide helps you to understand copyright and its relevance to your work and study at the University of Oxford.

Although this guide is primarily written for staff and students at the University of Oxford, other researchers using the Bodleian Libraries may also find it useful.

In this section you'll find further information for students, lecturers, researchers, sharing content online and copyright infringement.

On this page

- What does copyright protect?
- Who owns copyright?
- How long does copyright last?
- Activities covered by copyright
- Copyright licences
- Copyright exceptions
- Fair dealing

Guide to copyright ▲

Copyright for students

Copyright for lecturers

Copyright for researchers

Finding and sharing content online

Copyright infringement

Copyright licences

Copyright and licensing for e-journals

Copyright for lecturers

Teaching and learning would be impossible without the use of copyright protected material. This page helps you understand how to use copyright material legally in your teaching.

When you share copyright material such as readings, videos and sound recordings with students this material needs to be covered by:

- a licence; or
- an exception to copyright.

In many cases the University pays for licences which allow educational use. But there will also be times when you need to rely on exceptions.

Where there is no licence or exception, it's possible that you or the University may be liable for underlined copyright infringement. The risk of infringement when providing teaching resources is usually low, but can lead to financial or reputational damage. The guidance on this page will help you manage this risk and demonstrate good practice in use of copyright material.

We recommend you use Oxford Reading Lists Online (ORLO) for sharing content with

What is copyright?

Works
(The things it protects)

Licences
(Legal use with permission)

Usages
(The activities it regulates)

Exceptions
(Legal use without permission)

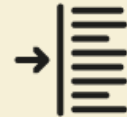# Copyright Works

Literary

Artistic

Musical

Dramatic

Broadcast

Sound Recording

Film

Typography

Public Domain

Crown Copyright

Database

Moral Rights

Performance

Non Qualifying

https://copyrightliteracy.org/resources/copyright-the-card-game/

Usages

Copying

Issuing copies to the public

Rental or Lending

Public Performance

Communication to the public
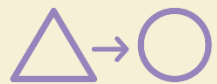
Adaptation

Licences

Library electronic resource licences

Website terms of use

CLA HE Licence

ERA (TV recordings)

Newspapers (NLA)

Creative Commons

Open Government Licence (Crown copyright)

Your employer owns the copyright

You own the copyright

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Icons from Copyright the Card Game CC BY - https://copyrightliteracy.org/resources/copyright-the-card-game/

Library electronic resource licences

CLA Higher Education Licence

[CLA Higher Education Licence](#)

- One chapter per book,
- Two articles per journal issue,
- or 10%, whichever is greater.

Requirements:
- Opted-in
- Institutional copy
- Acknowledgement
- Reporting

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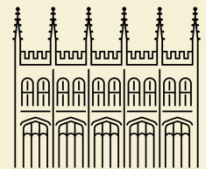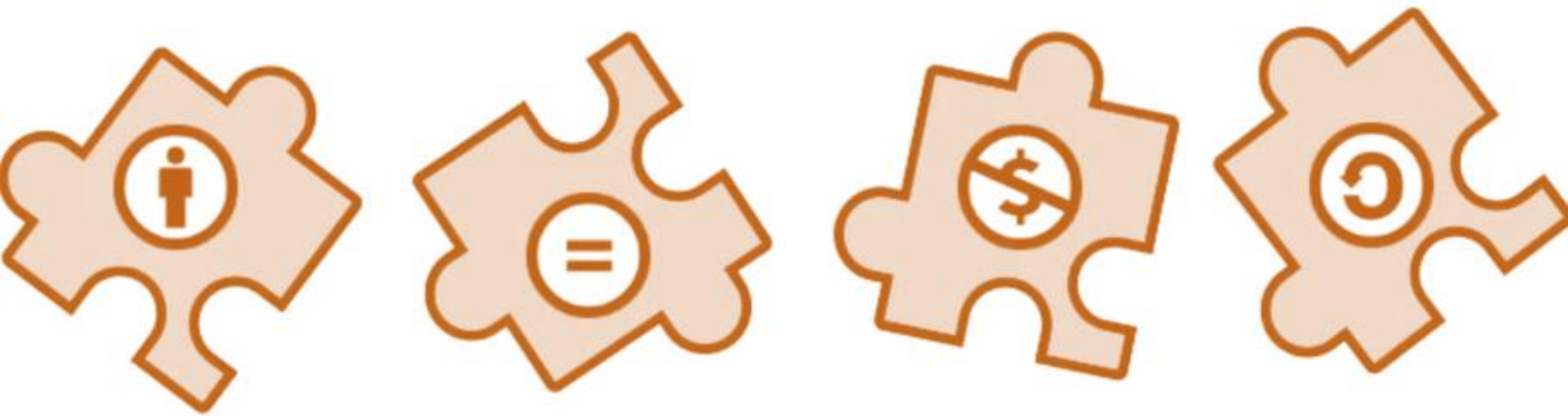
Attribution (BY)	Share Alike (SA)	Non-Commercial (NC)	No Derivatives (ND)
• Use of the work is only allowed when the author is credited and any changes are indicated	• Modified work has to be shared under an identical license	• Use of work is only allowed for non-commercial purposes	• Only verbatim sharing (no derivative work or remixes)
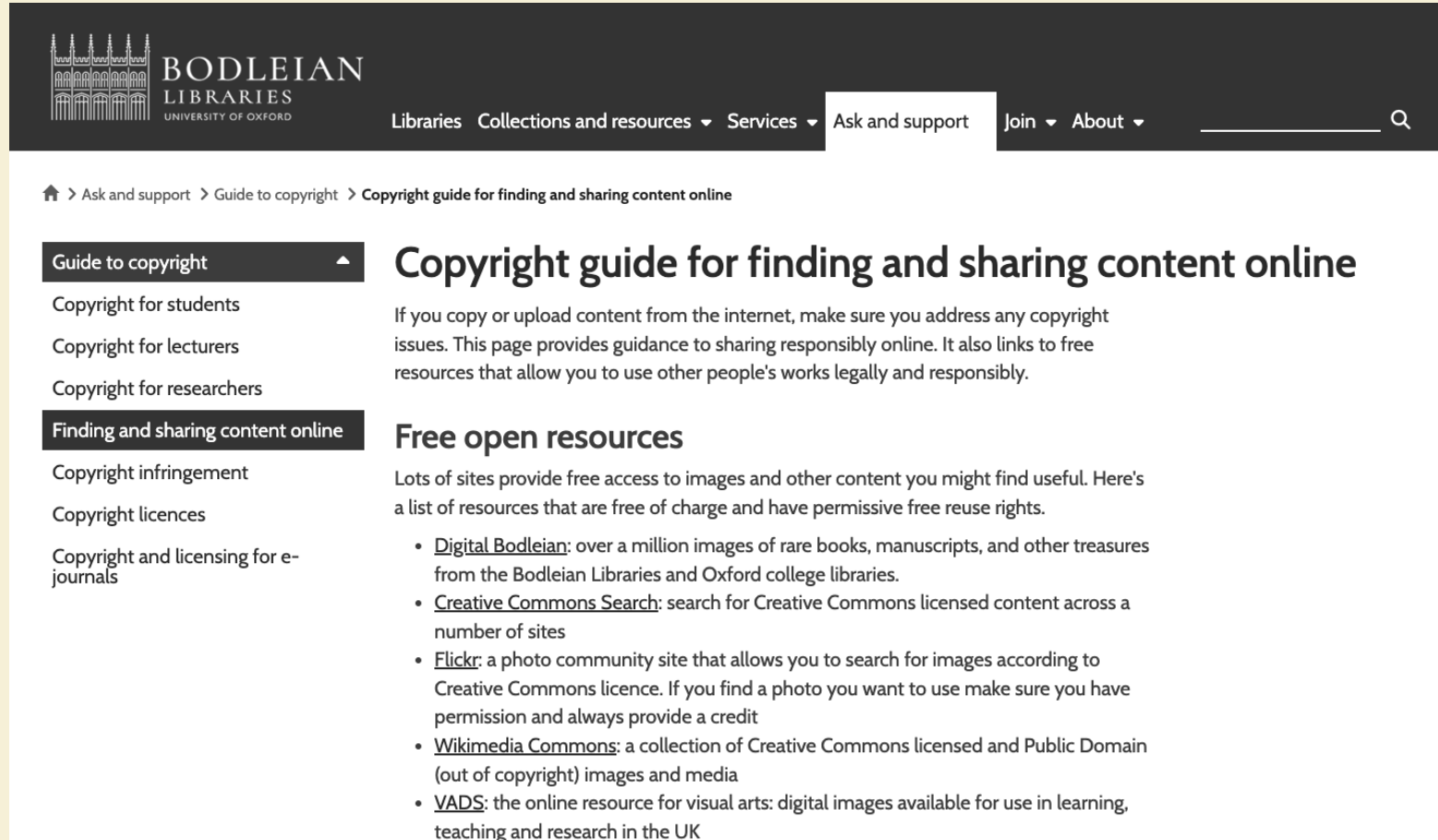
Finding Images

https://www.bodleian.ox.ac.uk/ask/copyright/online-content

Educational Copyright Exceptions

Research and Private Study (S29 CDPA)

Criticism, Review, Quotation & News Reporting (S30 CDPA)

Caricature, parody or pastiche (S30A CDPA)

Illustration for Instruction (S32 CDPA)

Recording of Broadcasts (S35 CDPA)

Educational copying of extracts (5%) (S36 CDPA)

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Educational Copyright Exceptions

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Illustration for Instruction ([S32 CDPA](#))

Fair dealing

Recording of Broadcasts ([S35 CDPA](#))

Educational copying of extracts (5%) ([S36 CDPA](#))

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Fair Dealing

Using fair dealing exceptions means thinking through on a case by case basis whether your use of someone else's work is 'fair' to them. Ask yourself the following questions

- have you used it in a way that stops them from selling the work, or making use of it in the way they want to?

- have you used more of the work than you need to for your purpose?

Copyright and Accessibility

- Making accessible copies is allowed under exceptions even if a licence prohibits this

- The [Bodleian Libraries Accessible Resources Unit](#) (ARACU) is able to help

- Contact copyright@bodleian.ox.ac.uk if you have any complex copyright scenarios

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Using the Copyright Works of others

Licences
(Legal use with permission)

Exceptions
(Legal use without permission)

Risk Management

What's the likelihood that your activity infringes copyright?

What is the likelihood that the copyright owner will discover and object to your activity?

what is the impact (both financial and reputational) if the copyright holder was to take action against you or the University?

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Consider the following scenario

- You would like to assign an extract from a book to your students
- It's not covered by the CLA licence but is only 10 pages from a 256 page book
- What would you do?

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ORLO - Oxford Reading Lists Online

- Request digitisations directly from the ORLO reading lists
- Copyright compliance checks
- Library staff create scans
- Automatic coversheets
- Automatic CLA return reporting
- Standalone digitisations

- [ORLO LibGuide on how to request digitisations](#)
- orlo@bodleian.ox.ac.uk

Copyright Guidance

Bodleian Copyright Guide: www.bodleian.ox.ac.uk/copyright

UK Government Guide: https://www.gov.uk/topic/intellectual-property/copyright

Copyrightuser.org: www.copyrightuser.org/

Replay Lecture Capture FAQs: https://help.it.ox.ac.uk/replay/faq

Contacts:

Bodleian Copyright Advice service: copyright@bodleian.ox.ac.uk

ORLO Help: orlo@bodleian.ox.ac.uk

Other iSkills Sessions

Online

- [Your thesis, copyright & ORA](#) (next session 25 February 2025)
- [CLA Briefing](#) (next session Tuesday 11 February 2025)
- [ORLO list owner training](#) (next session 4 March 2025)
- [Copyright for Researchers](#) (next session 4 March 2025)

In-person

- [Copyright the Card Game](#) (next session 27 February 2025)
- [Getting familiar with Creative Commons licences](#) (next session 13 February 2025)

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GLAM Copyright Community of Practice

Copyright Community of Practice

**20th March 10:30am – 12noon, HLT, Ashmolean**

Do you encounter copyright issues when working with collections in libraries, archives and cultural heritage institutions? Do you worry that you don't know enough, or that you are making tricky decisions without being able to tap into the huge hive mind at Oxford? Or do you just love geeking out about all things copyright and GLAM (galleries, libraries, archives and museums) related? If so, then the brand-new Oxford GLAM Copyright Community of Practice is for you! Come and help build a supportive and transformational community that will harness the power of collective, shared knowledge. Because being responsible for working through tricky copyright issues isn't just a job, it's also an opportunity to make friends and influence people.

The Oxford GLAM Copyright Community of Practice focuses on copyright and related rights in galleries, libraries, archives and museum collections. It is an opportunity for practitioners and scholars who are responsible for developing, managing and providing access to collections to discuss copyright and other intellectual property rights (IPR). All Oxford staff and students from across the collegiate University are welcome to join the CoP. It will be particularly relevant to the following people:

- Librarians, collection managers and curators involved in digitisation and providing access to collections
- People with a responsibility for intellectual property rights (IPR) clearance and IPR risk management
- Researchers and research facilitators who are working extensively with GLAM collections (including collections outside of the University of Oxford)
- Lecturers and teaching support staff who are working with copyright material and have questions or experiences they would like to share
- Legal scholars and students with an interest in copyright and other types of IPR in GLAM collections

The first Oxford GLAM Copyright Community of Practice meeting will take place at the Headley Lecture Theatre, Ashmolean Museum at 10am on Thursday 30th March. At this first meeting co-chairs Chris Morrison (Head of Copyright & Licensing, Bodleian Libraries) and Daria Wallace (Image Officer, Ashmolean Museum) will welcome the group, discuss its purpose and capture ideas for future discussion topics and ways of building our collective learning. Refreshments will be provided.

To book a place at the kick-off event, email: learningdev@glam.ox.ac.uk
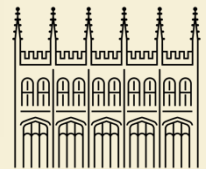
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Credits

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