

This sheet summarises our rights and obligations under three licences the WEA holds nationally that allow us to copy and distribute copyrighted material for educational purposes.

1. Copying material from books

The Copyright Licensing Agency (CLA) licence covers most books and periodicals, but not newspapers, which are separately covered by the Newspaper Licensing Agency (NLA) licence.

The licence covers the photocopying, faxing, scanning and internal email distribution of copyright material. A relatively small proportion of books and periodicals are not covered by the CLA and therefore require separate permission from the copyright holder. A list of the exclusions can be found at: <http://www.cla.co.uk/excludedworks.php>

The general rules from the website are:

No copying may exceed 5% of the published volume or issue or, if greater:

- one complete chapter from a book,
- or one article from a journal or periodical,
- or a short story or poem not exceeding 10 pages in length

Also please note that:

- printed music and lyrics are entirely excluded from the CLA
- no systematic or repeated copying of material which would breach any of the above limitations is permitted during any course of study/module, i.e. progressively copying more than the above limitation during a course for the same class of students.

Further information can be found at: http://www.cla.co.uk/Adult_ed_lice.php

2. Photocopying newspaper articles

The Newspaper Licensing Agency (NLA) licence covers copying, but not digital copying for certain titles, of most national newspapers in the UK.

The WEA has a basic licence covering this.

3. Recording TV/Radio programmes for use in class

The Educational Recording Agency (ERA) licence allows the WEA to record for educational purposes any radio or television broadcast, including cable output, of ERA members.

Recordings can be made either at WEA premises under the direct supervision of a WEA employee or at "the residence of a teacher employed by the Licensee by that teacher". Recordings made digitally may be accessed similarly once made. The terms of our licence do not permit any other remote access of such recordings.

Recordings of extracts of programmes are allowed in addition to recordings of full programmes. Extracts from different programmes can be compiled on one tape. However,

the adaptation, alteration or mutilation of a recording is not permitted under the ERA Licence. This includes the separation of soundtrack from images, the substitution of another commentary, or any alteration which would change the original concept of the work.

ERA members include all terrestrial television channels in the UK:

BBC Worldwide Limited (including radio and digital channels, not including Open University)

Independent Television Network Limited (“ITV Network”)

Channel Four Television Corporation (“Channel 4”)

Channel 5 Broadcasting Limited (“Channel 5”)

Sianel Pedwr Cymru (“S4C”)

Where a broadcast includes copyrighted work by a third party (e.g. music, film, art etc.), these are still able to be recorded in the vast majority of cases as they are covered by the following ERA members:

Authors’ Licensing and Collecting Society Limited (“ALCS”)

Design and Artists Copyright Society (“DACS”)

The British Phonographic Industry Limited (“BPI”)

Mechanical Copyright Protection Society (“MCPS”)

4. Information downloaded from Websites

Much information on the internet is already in the public domain and is not therefore governed by the WEA’s license agreements, although if it is from a subscription site this is likely to have its own copyright and rules about use of content. When quoting from the internet in academic writing the full <http://www.etc.com> address and the date downloaded/visited should be displayed.

Please follow best practice by referencing all material copied with details of author, title, publisher and ISBN if relevant.