

Copyright- Getting it Right

Licences

The u3a movement is not exempt from copyright law and fines can be quite high so caution should be exercised. Note that Trustee Indemnity Insurance will not cover copyright infringement.

This means that you and all members are personally responsible and liable for their actions

The Third Age Trust subscribes to a number of licences to support interest group activities. Certain uses of copyright works are permitted under one of these licences. These are:

5.5.1 Copying and re-using digital and printed material

A Copyright Licensing Agency (CLA) licence allows the copying and re-use of extracts from digital and print books, magazines, journals and websites for educational and teaching purposes.

Copies must not exceed one chapter of a book, one article from a publication, one short story or poem from an anthology, or one case report from a published report of judicial proceedings, or 5% of the total, whichever is greater. For digital material, copying must be limited to extracts that are equivalent to these limits. Members are entitled to share copies with one another in person or online for educational and teaching purposes but must not circulate copies more widely. Paper copies intended for a meeting of an interest group must not exceed the number of members attending.

Individual u3as can buy a CLA Licence via the Third Age Trust. Please check that your u3a has a current CLA licence before copying or re-using any digital or printed material.

Certain works are not covered by the CLA Licence, as the copyright owner has intentionally excluded them from this scheme. The lists of these works can be checked on the CLA website: <https://cla.co.uk/excluded> . Similarly, the following published works are **not** covered by the CLA licence. If the copyright has not expired, then you will need to evaluate on an individual basis. These include:

1. maps and charts - consult the Ordnance Survey or Google maps or other source for the necessary permissions.
2. newspapers - consult the Newspaper Licensing Agency for the necessary licence.
3. **printed sheet music including lyrics** - unless the work is out of copyright, direct permission has been granted, or the use falls under one of the limited copyright exceptions. Please note that certain copyright owners have agreed that they will not institute proceedings if copies are made in certain circumstances in respect of music both printed and published in the UK, notwithstanding the Copyright, Designs and Patents Act 1988 – please see the Music Publishers Association’s Code of Fair Practice on the Graphic Copying of Music.
4. **workbooks, work cards or assignment sheets.**

Copyright – summary and checklist

All u3a members are responsible for respecting the rights of others and should only use others’ work when it is legally permissible to do so.

Before using any work that has been created by someone else, u3a members should ascertain who created it and who the copyright owner is.

It is very important that you are clear on what grounds you are making a resource available. The following checklist may be useful:

1. Who created it and who is the copyright owner? Be aware that some sites may be using images for which they don’t hold the copyright – you will need to find the actual owner.
2. How old is it? Is it still covered by copyright or has the copyright expired? Review the ‘expired copyright’ section. If the copyright has expired, you will be able to use it. If not, you will need to investigate further.
3. Has the copyright owner given permission for the intended use? Check if it has been published (and the intended use is permitted) under a public copyright licence such as a Creative Commons licence.
4. If not: Contact the copyright owner for permission; or
5. Is there a similar image which has been released under a public copyright licence that you could use?
6. Does the use potentially fall under a copyright exception?
7. If you have not received permission from the copyright owner and the use does not fall under a copyright exception, has your u3a, the Third Age

Trust or the relevant venue got a licence that allows that use? u3as need to purchase a CLA licence from the Trust. You may also want to purchase an Amateur Choir Licence.

8. It is always good practice to acknowledge the author and owner of any materials.

If you are in any doubt regarding any aspect of using the work of others, take advice from the u3a Committee before using the work. The u3a movement is not exempt from copyright law and fines can be quite high so caution should be exercised. Note that Trustee Indemnity Insurance will not cover copyright infringement.

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