

## Copyright notice

### What can I copy and scan for research?

The guidelines in this section refer to copying for your own personal use, for non-commercial research or private study. These guidelines do not apply to copying material to make it available to other people (for example, by including it in a PowerPoint presentation or on a web site). You should note on each copy an acknowledgement of the publication which was copied.

**Copying from books and journals** - You may copy either one chapter from a book or 5% of a book. You may copy one article from one journal issue. If a poem or short story is included in a collection of poems or stories, you may copy up to 10 pages of one short story or poem. You may copy 10% (but not more than 20 pages) from short publications, pamphlets, and reports. You may copy a small excerpt from a musical work.

**Images** (illustrations, photos, diagrams and other pictures) - You may copy images for your own personal use, for research or private study.

### What can I copy and scan for teaching?

**Quotations from books and journals** - You may copy a small amount of a publication in order to illustrate a point in your teaching, or in order to criticise or make comments on that part of the publication.

These are guidelines for how much you may copy when you want to criticise or make comments on a part of a publication: one extract of up to 400 words or several extracts, each up to 300 words, and totalling no more than 800 words. You may copy a small excerpt from a musical work.

**Images** (illustrations, photos, diagrams and other pictures) - If you are delivering a class or lecture, you may copy images to illustrate a point that you are making. You should always include an acknowledgement of the source of the image. If you wish to make scanned images available in Moodle, you must relate the images clearly to a particular learning activity or make it clear how they illustrate points in your teaching. Further advice is available at <https://www.brookes.ac.uk/library/library-services/copyright-guidelines-and-information/>.

### Scanning from books and journals - the CLA Licence

Only Library staff may scan book chapters and journal articles for teaching purposes. Oxford Brookes University holds a licence with The Copyright Licensing Agency Ltd (CLA); this licence does **not** allow teaching staff to scan book chapters and journal articles for teaching purposes.

**Library scanning service** - The Library will scan book chapters and journal articles for you to make available via your Moodle course – see [bit.ly/BrookesLibraryScanning](https://bit.ly/BrookesLibraryScanning)

### Photocopying from books and journals - the CLA Licence

Oxford Brookes University holds a licence with The Copyright Licensing Agency Ltd (CLA) that, subject to terms and conditions, permits the photocopying of extracts of text from printed books, journals and magazines for teaching purposes.

**Licence coverage** - The Licence covers most printed books, journals and magazines published in the UK, plus many published overseas. You can check if a particular title is covered by the CLA HE Licence by using Title Search, available at <https://www.cla.co.uk/higher-education-licence>. The Licence only allows you to photocopy from a book or journal belonging to the Library or another department of Oxford Brookes. If you want to have something copied from a book or journal that does not belong to the Library, you may have this done through the Library scanning service.

**Extent limits** - Up to the following may be photocopied under the Licence for any one module:

One whole chapter from a book; one whole article from a journal issue or a set of conference proceedings; one short story, poem or play (not exceeding 10 pages in length) from an anthology; one whole report of a single case from a volume of judicial proceedings.

Or 10% of any of the total publication, whichever is the greater.

**Further information** - Please refer to CLA's HE website at <https://www.cla.co.uk/higher-education-licence>. For further copyright advice, check the Library webpages at <https://www.brookes.ac.uk/library/library-services/copyright-guidelines-and-information/> or contact Katie Hambrook, Headington Library. For the CLA Licence and the Library scanning service, contact the CLA Licence co-ordinator, Martin Hall, Headington Library, email [libraryscanning@brookes.ac.uk](mailto:libraryscanning@brookes.ac.uk).