Copyright and Digitisation Policy

	Core Documentation Cover Page				
Copyright and Digitisation Policy					
Version number	**Dates produced and approved (include committee)**	**Reason for production/ revision**	**Author**	**Location(s)**	**Proposed next review date and approval required**
V1.0	Oct 2017 SMT	Policy necessary to ensure conformation with copyright legislation.	Dean of Academic Development & Assistant Librarian	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2019
V2.0	May 2020 PRAG Chair	Administrative Amendments to reflect the new Committees' structure	Head of Quality	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2019
V3.0	May 2020 SMT	Amendments following audit by Copyright Licensing Agency, and TDAP.	Assistant Librarian	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	May 2023
V4.0	Nov 2021 PRAG Chair	Administrative amendments to update terminology of "Library" to "Library Hub", correct typographical errors and update weblinks.	Learning Advisor	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	May 2023
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					x
Negative equality impact (i.e. increasing inequalities)					

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

CONTENTS

1. SCOPE

1.1.   To provide guidance to faculty regarding regulations relating to the use of copyrighted materials and what the law allows for non-commercial research and private study.

1.2.   To support the University College of Osteopathy (UCO) in monitoring the use of copyrighted material and ensure that usage is in accordance with the relevant legislation.

2. THE POLICY

2.1.   The UCO Copyright Licensing Agency (CLA) licence allows teaching faculty to make multiple photocopies and to make available digital copies (within the UCO's Virtual Learning Environment (VLE) (BONE)) of extracts (e.g. images) or whole scanned chapters or journal articles to identified cohorts of students[1]. Currently, the licence allows the following:

a)   In relation to creating course packs (of hard-copy or electronic material we hold in stock or subscribe to) or examination questions, the law allows copying for non-commercial research and private study of up to:

- One chapter or 10% (whichever is the greater) of a book
- One whole article or 10% (whichever is the greater) of a journal issue.

b)   Online material can be used:

- Which we own or subscribe to, e.g. Anatomy TV, and the UCO electronic journal databases via OVID (MedLine, AMED, and EmCare), or

- Which is both free-to-view (posting a resource URL hyperlink is the best approach) and copyright-free (e.g. creative commons images at https://search.creativecommons.org/), and whether free-to-view, or subscribed to,

- And in either of the two cases above, where copyright Permissions have been granted via the CLA at: https://www.cla.co.uk/check-permissions-start

2.2   In relation to accessing learning resources electronically, the school provides digitised core reading materials that can be accessed via the VLE and online journals via the Learning Hub's electronic database (e.g. OVID).

2.3   Learning Hub staff must keep a record of items from books and journals that have been scanned and/or added to the UCO's digital collection.

2.4   If a member of faculty wishes to upload materials to the UCO's VLE they must include a copyright notice (see Appendix 1) with each article or resource, and citations with each item which contains the following:

i.   Book: Author or Editor/ Year of Publication / Title / Edition / Place of Publication / Publisher; [eBooks: add URL and date accessed];

ii.   Journal: Author/ Year of Publication/ Title of Article / Title of Journal / volume number / Issue number / Page numbers;

iii.   Website: Author or Source/ Year of Publication/ Title/ URL/ date accessed.

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[1] For further information see: https://www.cla.co.uk/higher-education-licence

2.5 For photocopying purposes faculty may legally copy images, extracts, articles and chapters, in digital form:

   a) Up to 10% of a publication or (if greater) a whole book chapter or a journal issue article, where the UCO holds the item in stock;

   b) Material that the UCO or the UCO lecturer holds the copyright for;

   c) Items for examination questions.

2.6   Certain material cannot be copied legally in digital form. This includes:

   a) Unpublished material, e.g., Dissertations (except for UCO dissertations)

   b) Maps, chart and books of tables

   c) Content from U.K. newspapers

2.7   Electronic resources can be downloaded and printed once or emailed to a student for private use. This document may not be subsequently forwarded-on or re-copied.

2.8   Copyright notices should be either attached to each article, lecture-handout, course park, or resource, & be visible as users open the UCO's VLE (see Appendix 1 below).

2.9   Under the terms of the Copyright Licensing Agency (CLA) licence, the UCO Learning Hub is required to report annually on all textbook and journal resources used on the UCO's VLE[2], [3].

2.10   Learning Hub staff will undertake an annual audit of materials in accordance with CLA guidance and complete a Digital Copy Record Form[4], which will include information relating to cited journal articles and textbooks.

2.11   The completed Digital Copy Record Form will be submitted to the CLA in accordance with the UCO licence agreement and to the UCO Teaching Quality & Standards Committee for consideration.

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[2] CLA User guidelines: Higher Education Licence: CLA-HE-User-Guidelines.pdf

[3] CLA HE Licence - Guide to reporting and managing digital copies: HE-Licence-Guide-Reporting-and-Managing-Digital-Copies.pdf (cla.co.uk)

[4] https://www.cla.co.uk/reporting-and-managing-digital-copies

APPENDIX 1: COPY OF COPYRIGHT NOTICE TO BE ATTACHED TO COPIED RESOURCES AND TO BE VISIBLE ON THE UCO'S VLE

Copyright Notice

Title:

Author:

Publisher:

APPENDIX 2: QUICK GUIDE FOR TUTORS WHEN UPLOADING A RESOURCE TO BONE

Referencing an image, journal article, or book chapter within presentations (or by itself) on BONE:.

You can use:

1) Up to one chapter or 10% (whichever is greater) of a book held in the UCO Learning Hub;

2) Up to one whole article or 10% (whichever is greater) of a journal issue (or any articles bought, electronically by and) held in the UCO Learning Hub.

3) Online material, which is:

   a) Where copyright Permissions have been granted via the CLA at: https://www.cla.co.uk/check-permissions-start and where either:

      i. The UCO own or subscribe to: e.g. Anatomy TV, the UCO electronic journal databases via OVID (MedLine, AMED, and EmCare) or individual journal articles, or;

      ii. The resource is free-to-view online, or

      iii. The resource is Copyright-free (e.g. creative commons images at https://search.creativecommons.org/).

When uploading an image to BONE, you must:

a) include a copyright notice (see Appendix 1) and a citation relating to resource, which contains the following:

   i. Book: Author or Editor/ Year of Publication / Title / Edition / Place of Publication / Publisher; [eBooks: add URL and date accessed];

   ii. Journal: Author/ Year of Publication/ Title of Article / Title of Journal / volume number / Issue number / Page numbers;

   iii. Website: Author or Source/ Year of Publication/ Title/ URL/ date accessed.

Following the example of the UCO referencing guide, the resource within the presentation (or used by itself on BONE) can carry a short citation, e.g. (Smith, 2009), and the full citation and copyright notice can be placed in a full reference list at the end of the presentation, or at the foot of the BONE page.