

Copyright & Learn

FAQs and advice for staff - adding copyright materials to Learn

It is the responsibility of all staff to ensure that their course materials on Learn do not infringe copyright. However, with the growth of electronic resources this is not always easy.

1. Can I add images, diagrams and figures to material on Learn?

It is possible to add images, diagrams and figures to material on Learn but you must make sure you have permission from the copyright owner. There are several ways you can do this:

- Seek direct permission from the copyright owner.
- Create an image/figure/diagram etc yourself so you are the copyright owner.
- Replace the image etc with a hyperlink to similar material sourced online. Make sure you are not linking to a pirate or infringing copy.
- Source material which has been licensed for reuse by the copyright owner. For example:
 - Creative Commons (CC) licences allow others to reuse material such as images, audio or video. There are [6 different CC licences](#). Some of these are very generous and allow others to reuse, modify and redistribute the material even for commercial purposes such as the 'CC BY' licence. However, others are more restrictive such as the 'CC BY NC ND'. All the licences require that the material is fully referenced. To find CC licenced material use the Creative Commons Search database at: <http://search.creativecommons.org/>
 - Some organisations such as museums, art galleries or archives may provide their own terms of licencing. Usually this information is attached to the individual image that you wish to use.
- If the image etc has been sourced from a printed book or printed journal you could rely on the University's CLA licence. Please refer to question 2 below for details on how to do this.

2. Can I digitise or scan from printed material and add it to Learn?

It is possible to scan and digitise certain **printed** materials which are included within the CLA licence as long as you follow their guidelines closely. There are two options available to you:

- To scan an image, diagram or figure from university owned material you will need to:
 - Check the material is included within the CLA licence by entering the ISBN or ISSN into this checker: <http://he.cla.co.uk/complying-with-your-licence/what-can-be-copied/title-search/>. Where it says usage select 'scanning'.
 - Make sure you keep within the limits. No more than one chapter from a book, or one article from one journal issue, or 5%, whichever is the greater.
 - Attach the [Copyright Notice to the front of the work](#). If this is impractical, instead attach a full bibliographic reference to acknowledge the source of the material also stating it has been copied under the CLA licence.
 - Send the details of the scanned material to your [designated CLA co-ordinator](#). The information they will need includes:

- Module number
 - Title of book/journal
 - Author of book/journal article
 - ISBN/ ISSN
 - Page number from
 - Page number to
- If you want to scan a high demand book chapter or journal article, then let the Library's e-Reserve service do this for you. You just need to:
 - Submit the details of the chapter or article via the Reading List system in the usual way.
 - Tick the "Include in e-Reserve" box, under the tab for 'Academic Recommendations'.
 - The Library will do the rest – they will obtain a digital copy that is copyright cleared, attach a copyright statement and complete the appropriate CLA paperwork.
 - You can then provide your students with a direct link from Learn to the material on the e-Reserve.

3. If I have my lecture recorded using lecture capture do I need to remove all images, diagrams and figures from my presentation material?

Not necessarily. You just need to make sure you have permission to use the material from the copyright owner. Please refer to question 1 above for details on how to do this.

If the lecture has already been recorded and you are unable to gain permission from the copyright owner to use the materials then you may be able to remove them during post production editing. You could replace any materials with hyperlinks or provide a full bibliographic reference instead.

4. I have found a useful video on YouTube which I would like to add to Learn. What is the best way of doing this?

If you want to add a YouTube video to Learn then the best way of doing this is to provide a direct hyperlink to the content on YouTube. Avoid downloading the video and uploading this onto Learn as this will create a copy and infringe copyright. Remember it is always better to provide a hyperlink to a legitimate copy of the material. This can also be applied to other types of electronic material depending on the terms and conditions of the website.

For further help please email the Copyright Advisor at: copyright@lboro.ac.uk or visit the website: <http://copyright.lboro.ac.uk/copyright/>