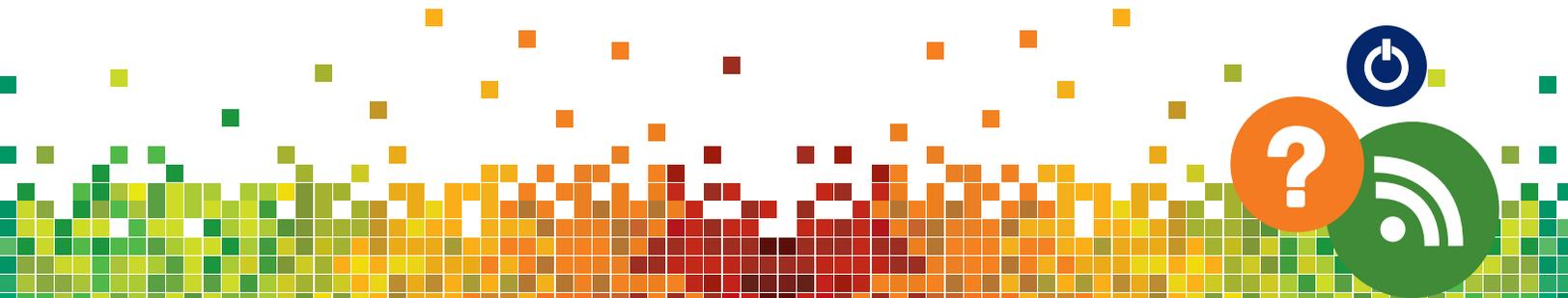


# The Little Guide to Copyright



Copyright allows control over the way original works can be used. The creator will usually be the first owner of the rights, but if created in employment, the owner may be the employer.

## Creating Copyright Works

Works are protected automatically by copyright when created. The owner of the rights can sell or transfer those rights (assignment), or give others permissions to use the works (licence). They can also be bequeathed or waived. Most last 25-70 years following the death of the creator, or from publication in some cases.

## Using Copyright Works

Copyright is a type of intellectual property and, like physical property, can generally be used only with the owner's permission. You can use copyright works if:

- you own the rights
- the rights holder gives you permission (and you comply with any conditions)
- the rights have expired
- under certain statutory copyright exceptions.

Permission can be one-off or ongoing, specific to a purpose or general, exclusive or non-exclusive, or may be given as an open licence allowing liberal reuse rights.

## What are the Copyright Exceptions?

Limited use of copyright works without the permission of the rights holder is possible in certain circumstances. In the education context this can include:

- using an 'insubstantial' part of a work (substantial = 'qualitatively significant')
- fair dealing for non-commercial research and private study, criticism and review
- non-reprographic copies of works for teaching purposes in educational establishments (such as copying material by hand)
- anything done for setting or answering examination questions
- performing, playing or showing copyright works in an educational establishment for educational purposes
- helping visually impaired people.

However, if you are copying a substantial proportion of a work, or are disseminating it widely, you may need permission.

## Copyright and Licensing

Permission to reuse can be given in many different ways, with many different conditions. In each case the particular conditions of the licence must be respected for the reuse to be legal.

Open licences allow relatively liberal use of copyright works. Creative Commons is an open licensing system developed to help make works available for free and to enable legal sharing, use, repurposing, and remixing. Creative Commons licences are available which use a combination of:

-  Attribution (BY) – requiring acknowledgement of the original author and/or the rights holder
-  Non-commercial (NC) – restricting use under the licence to non-commercial purposes
-  No Derivatives (ND) – does not allow adaptations of the work
-  ShareAlike (SA) – derivatives permitted, but must be relicensed under the same licence as the original

There is also a CC0 (CC zero) licence which waives all rights, putting the work in the public domain.