

Students' Guide to Copyright

During the course of your studies, you may sometimes want to copy material, e.g. journal articles, web pages, maps etc. You need to be aware that this material will almost certainly be protected by copyright, which will limit the amount you can copy. The information below outlines what you can do, and where you might need to seek permission.

For further information, see the rest of [this guide](#). Please contact [contact the library](#) if you are in doubt about anything. [JISC's Little Guide to Copyright](#) is also a useful quick reference.

- [When can I copy materials?](#)
- [The web](#)
- [CD ROMs and other material on disk](#)
- [Photographs](#)
- [The creative commons](#)
- [Sound and video recordings](#)
- [What about using materials in dissertations and other coursework?](#)

When can I copy materials?

You are allowed to make a single copy of part of a work, for private study or research for a non-commercial purpose

Copyrighted materials may be copied without the prior consent of the rights holder(s) under guidelines known as "fair dealing". It applies where you copy part of a copyright work for your own, or for another individual's private study or research for a non-commercial purpose. This copying may be done by using a photocopier or a scanner or other means of copying, e.g. mobile 'phone. You should keep such copying within the following limits.

- A **single** extract or several extracts from a book as long as the total copied is not more than 5% of the whole work, OR
- **one** chapter from a book, OR
- **one** article from a journal or newspaper issue, OR
- **one** paper from a set of conference proceedings, OR
- **one** single case from a volume of law reports, OR
- Poems, short stories and other short literary works may be copied so long as they are not more than ten pages long.
- You may photocopy up to 10% of a British Standard for private study or research for a non-commercial purpose.
- You may select an area of a map not greater than A4 in size and copy it up to four times for private study or research for a non-commercial purpose.

CAUTION: Although you may make your single copy by using a scanner or other means of electronic copying, you must not re-publish or distribute the material in any way, e.g. by adding it to a web page, or make multiple copies of the item.

Exceptions to this rule are:

- Course Packs or other photocopied material distributed by your lecturers should not be further photocopied as this could be a serious breach of the University's copyright licences.
- Sound recordings, e.g. music CDs; films and broadcasts are not covered by fair dealing for private study or research and so may not be copied in this way.

The web

- Unless otherwise stated, ALL material on the internet is protected by copyright. This includes images.
- If you wish to copy material from the web, i.e. to print or download it, you should check to see whether the page indicates what you can and cannot do - for example, take a look at the [BBC's terms of use pages](#). You will often find the terms of use link at the bottom of web pages.
- Look also for a copyright notice at the bottom of the page - e.g. © Copyright 2012 York St. John University. This will be useful if you use the material (e.g. in an assignment), when you need to acknowledge the source.
- If no guidance is provided, then you may make ONE copy (on disk or on paper) of the material you need for your own private study or research for a non-commercial purpose. The limits as to how much you may copy are set out above.
- You must not download music from the web, unless the web page permits it; nor must you take part in file sharing with others. Both of these are very serious breaches of copyright and can have grave consequences for you and for the University.
- If you are creating your own web page then make sure you start from scratch. Taking and adapting someone else's web pages without permission is a clear breach of copyright law. When you add links to another site, it may be better to link to the home page. If you wish to make "deep links", i.e. direct links to a page beyond the home page, there are a few things to bear in mind.

- o Some site owners request that you link to their home page, rather than another page on the site.
 - o Websites get re-organised, which means that deep links can break over time. So, if you do add deep links, it is advisable to check them periodically to make sure they still work.
 - o Also, avoid using a site's or company's logos for the links, unless they have given explicit permission to do so.
- You might want to protect your own work on the web - you can attempt to do this by adding a simple copyright statement, e.g. © *Copyright [your name] 2012*. If the material is really important to you, it might be wiser not to put it on the web.

[Back to top](#)

CD ROMs and other material on disk

Most of these products are covered by licence agreements which may set copying limits. Sometimes these are shown on screen, but not always. In practice, it will usually be all right to download or print the results of a search. Contact [the library](#) if you need any further guidance.

Photographs

- You may make a SINGLE copy of a photograph for use in your work (but see Dissertations, theses etc. below).
- If you wish to take your own photographs of an artist's works, you should check with the gallery to see whether this is permitted. Sometimes, you may have to contact the artist directly for permission.

The creative commons

There is an increasing number of resources, particularly images, that are being made available by their creators under [Creative Commons \(CC\)](#) (and similar) licences. This means that their creators are happy for them to be re-used. You still need to give acknowledgement to the copyright holder, and some additional restrictions may apply:

- NC (non commercial) - the resource may not be used in something created for commercial purposes.
- ND (no derivatives) - the resource must be used as-is. For example, you mustn't crop an image that has this term in its licence.
- SA (share alike) - if you make the resource available to others, or use it in a derivative work, you must preserve the creative commons licence, giving others permission to do likewise.

You can search for CC images in services like [Flickr](#), and [Google's advanced image search](#) also allows you to search for items that are labelled for re-use (though here, you should take caution and always check the terms on the site supplying the image).



[Back to top](#)

Sound and video recordings

If you are studying the making of film or film sound-tracks, then you can copy material available on published sound and video recordings to make your own film or film sound-track, provided that this is in the course of your studies. Note, this copying may only be done by a tutor or a student involved in such a course.

What about using materials in dissertations and other coursework

The law allows you to include photocopied material in your assessed work, even if you need to provide more than one copy of your work for your tutors. You must, however, always include appropriate acknowledgement.

If you are contemplating making your work available to the public, e.g. by publication, display, exhibition etc., you must be aware that the legal permission to copy for assessed work does not extend to this. You must therefore obtain written permission from the copyright owner before you make the work available to the public.

[Back to top](#)

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