



University Copyright Policy

This document outlines general copyright policy for York St John University - readers should refer to related documents for details of University copyright practice.

1. General information

1.1 York St John University respects and observes the principle of copyright protection for all qualifying works in accordance with current legislation, principally the Copyright Design and Patents Act 1988. All staff and students are expected to abide by this policy and its related procedures.

1.2 The University will provide relevant training, written guidance and specific advice as appropriate to its staff and students, to be co-ordinated by Staff Development in conjunction with the Information Learning Services (ILS).

1.3 The Pro Vice Chancellor (Resources) is the designated signatory for copyright matters within the University. Day-to-day matters relating to copyright are overseen by the Director of Information Learning Services.

2. Copyright: compliance

The University seeks to maximise the worth and use of the information resources that it provides for the benefit of staff and students in their activities and expects that reproduction of copyright material will be a normal part of those activities. To this end, staff and students are required to reproduce material in a proper manner, whether by means of legislative permissions, by licence or by direct permission from rights holders. Specifically, staff and students must operate within the terms of the Copyright Licensing Agency licence for higher education institutions (http://www.cla.co.uk/UUK/basic_he_licence).

2.1 Support materials

The University provides training and guidance on copyright compliance for staff and students. This is in the format of one to ones, workshops and from the University's Copyright web pages (<http://www.yorksj.ac.uk/copyright-information/>), ILS and the University's IT Acceptable Use Policy (<http://www.yorksj.ac.uk/aup/>). Enquiries on copyright should be directed to the Faculty Academic Liaison Librarian.

2.2 Copyright in the electronic environment

Guidance for copyright in the electronic environment is also available from the University's Copyright web pages (<http://www.yorks.ac.uk/copyright-information/>). To aid this process all VLE courses will be checked by the Academic Liaison Librarians before they go live.

2.3 Inappropriate use of copyrighted material

The University will move swiftly to resolve any case of potential infringement that is brought to its attention. Inappropriate use of copyright material by individual members of staff or students may result in disciplinary action under the relevant staff or student disciplinary procedures. Infringement of copyright should in the first instance be reported to the Director of Information Learning Services.

2.4 Copyright and accessibility

The university follows the guidelines laid out in the Copyright licence which permits the licensee organisation to make, or have made, copies in a format accessible to those staff, students, pupils, employees or other members of their establishment where a print disability is preventing or restricting access to an original work within Licensed Material.

3. Copyright: ownership

3.1 Teaching and other material

In accordance with the Copyright, Designs and Patents Act 1988 and in the absence of an agreement to the contrary, all records, documents and other papers, including those which pertain to the finance and administration of the University and which are made or acquired by an employee in the course of their employment shall be the property of the University. This includes course materials produced by employees for the purposes of the curriculum of a course run by the University and produced, used or disseminated by the University. The copyright in all such original records, documents and papers shall at all times belong to the University.

The copyright in any material produced by an employee for their personal use, including as an aid to teaching, shall belong to the employee.

3.2 Research outputs

The copyright in any work or design compiled, edited or otherwise brought into existence by an employee as a scholarly work produced in furtherance of their professional career shall belong to the employee; 'scholarly work' includes items such as books, contributions to books, articles and conference papers, and shall be construed in the light of the common understanding of the phrase in higher education. However, the copyright and outcome from research specifically funded and supported by the University shall belong to the University.

3.3 Students' work

The University makes no claim on the copyright of material produced by students, except where there is an agreement to the contrary or if they are a research student.

4. Access to Material

In general, the University will look favourably on requests from third parties who wish to reproduce University copyright material for non-commercial purposes.