

*Guide to....*

# Copyright – Photocopying and Scanning



**ABERDEEN COLLEGE**



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## Introduction

This guide will give you advice on what you can photocopy and scan in the College. It also covers using material from the Internet in your work. Finally, the guide looks more closely at copyright – what it is and why it matters.

### *Copyright and you...*

While you are at College you may want to copy various resources for your own use to help you with your studies.

Aberdeen College has licences to allow students and staff to do some copying legally. However:-



**It is important to be aware that there are restrictions and limits on what can be copied.**

Use this guide or ask the advice of Library+ staff to ensure your copying or scanning is within the law.

Whenever you include copied material in your work, you should acknowledge the source in your work by using a reference. This applies to both images and text.

(For help with referencing, see the Aberdeen College Library+ *Guide to Referencing using the Harvard system*, available in all Libraries and the IT Centre or from the Library+ pages of StudentNet)

## Photocopying Books or magazines

If a work is published in the UK, you are allowed to make photocopies for use in non-commercial research or for private study. The College licence from the Copyright Licensing Agency Ltd (CLA) also allows copying from works published in 30 other countries, listed at the back of this guide, within the limits set out below.

**You may copy** short extracts for your own use, as follows:

- One complete chapter from a book
- One article from a magazine or journal
- A short story or poem (not longer than 10 pages) from an anthology
- **OR** 5% of the publication, if greater than the above
- Photographs, illustrations, diagrams or charts, if they are included in the body of the extract or article you are copying.

If you are a visually impaired student you can make enlarged copies of text, or ask a member of staff to make these copies on your behalf. In all other circumstances, making enlarged copies is not permitted.

### **You may not copy**

- publications from other countries except those listed at the back of this guide
- anything on the list of excluded works. Much of the list tends to be legal or business publications. The following works are also on the list and may not be copied.
  - BBC software documentation, teacher's notes, pupil pamphlets etc.
  - Encyclopedia Britannica – all publications
  - Readers Digest Association – all publications
  - Dent (JM) & Sons Ltd – all works by Dylan Thomas

To check whether an item is on the excluded list please ask Library+ staff or visit [http://www.cla.co.uk/licences/excluded\\_works/excluded\\_categories\\_works/](http://www.cla.co.uk/licences/excluded_works/excluded_categories_works/)



**If you are in any doubt about whether you are allowed to copy something, please ask a member of the Library+ staff for advice.**

## Photocopying other types of media

If you wish to photocopy other types of media, for example: maps, newspapers, music or British Standards, please ask for advice from Library+ staff. The College holds several licences (listed below) to cover different types of media, and it may or may not be permissible for you to make copies.

- Ordnance Survey - [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)
- Newspaper Licensing Agency (NLA) - [www.nla.co.uk](http://www.nla.co.uk)
- Open University - [www.ouw.co.uk/info/record.shtm](http://www.ouw.co.uk/info/record.shtm)
- British Standards - [www.bsi-global.com](http://www.bsi-global.com)
- Music Publishers Association - [www.mpaonline.org.uk](http://www.mpaonline.org.uk)

## Scanning

The permissions and restrictions on scanning are very similar to those that apply to photocopying: What you may scan is the same as the list given for photocopying on the previous page.

### However there are some important differences:

- You may only scan works published in the UK and 10 other countries listed at the back of this guide
- Anything you scan must be scanned as an image. You may not make use of OCR software to scan text.
- Scanned copies may be stored electronically, or faxed.
- Copies may be used with presentation software (e.g. MS PowerPoint).



**All copies – whether scanned or photocopied – must be made from an original copy of the work, for example a book from the College Library+.**

## Using Web pages

Material on Websites is protected by copyright, and you should follow these guidelines when using information from the Internet for your studies.

- Look for copyright information on the Website you are using. Some sites allow you to use their content but others do not.
- Always check that the contents of a site have been legally included in the site. Many websites include materials from other sites and sources, so you should check carefully before use.
- You are allowed to print one paper copy, so that you can read it away from the computer if you wish.
- You may save material from the Internet on to the hard drive of a computer, provided it can only be accessed by one person at a time.
- Make single copies only for yourself

As with photocopied or scanned material, when you use material from the Web you should acknowledge the source in your work by using a reference. (For help with referencing, see the Aberdeen College Library+ *Guide to Referencing using the Harvard system*)

## **What is ‘copyright’ and why is it important?**

Very briefly, copyright is a way of protecting the interests of authors. In copyright terms an “author” is someone who has created an original piece of work, for example a book, a picture, a web page, a song, or a TV programme. They are said to hold the intellectual property rights to the work they have created, and copyright law exists to protect those rights.

Copyright is important because it helps ensure that authors can gain financially from the works they have created. It also gives the author control over how their work is used by others. For example: a payment is paid to the artist when a song is played on the radio, or to BSI when the College makes photocopies of a British Standard to form part of a teaching pack.

Without copyright protection, authors and creators could not benefit financially from their work.



***Countries covered by the CLA licence to photocopy***

Argentina,	Jamaica,
Australia,	Luxembourg,
Austria,	Mexico,
Belgium,	Norway,
Canada (including Quebec),	Netherlands,
Denmark,	New Zealand,
Finland,	Singapore,
France,	South
Germany,	Africa,
Greece,	Spain,
Hong Kong,	Sweden,
Iceland,	Switzerland
Ireland,	USA.

***Countries covered by the CLA licence for scanning***

Australia  
Canada (including Quebec)  
France  
Hong Kong  
Ireland  
South Africa  
Spain  
Switzerland  
USA



The above lists were correct at the time of printing. To check for updates please visit [http://www.cla.co.uk/licences/excluded\\_works/international/](http://www.cla.co.uk/licences/excluded_works/international/) or ask Library staff to check for you.