

## What is Copyright?

Copyright is designed to protect the creator of any work e.g authors, musicians, web designers, artists etc. This can help prevent exploitation and ensure that they are acknowledged as the authors of what they have produced. The law ensures they get automatic protection, for which they do not have to apply.

Copyright covers websites, computer programs, books, plays, music, drawings, photographs, films, videos/ DVDs, broadcasts, sound recordings, maps and the layout of published works.

***The responsibility for infringing copyright rests with the person making the copy.***

## Copyright: Policy and Good Practice

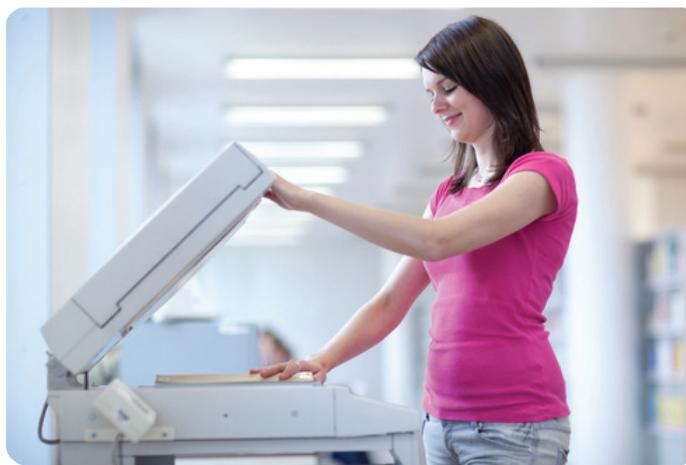
### Any queries contact:

Chippenham LRC  
Email: LRC\_CH@wiltshire.ac.uk

Lackham LRC  
Email: LRC\_LA@wiltshire.ac.uk

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Email: LRC\_SA@wiltshire.ac.uk

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Your guide to  
**Copyright**  
Policy and Good Practice



## So what can I copy?

### Websites:

Everything on the internet is under copyright, including web pages and emails. It may be freely available but not free to copy. Many websites give permission to copy material for educational purposes but otherwise you need to ask permission. This is why sometimes you are unable to copy a document as permission has been blocked.

### Hyperlinks:

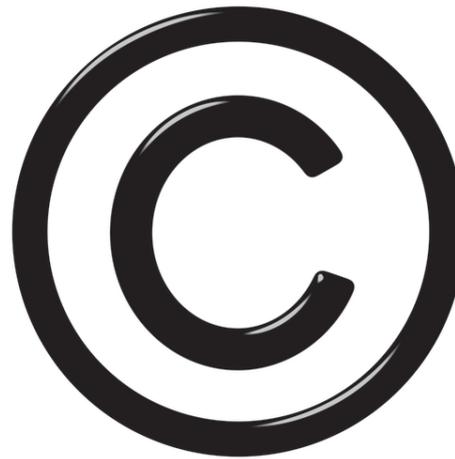
If you create a hyperlink to a webpage you have not made a copy so this is not an issue but always link to the homepage as information within the pages may not make it clear who is the owner.

### Online resources:

Wiltshire College has a number of licence agreements with online database suppliers and these allow copying and printing of material for educational purposes within agreed limits.

### Scanning and saving:

You must ensure that you are allowed to scan and save material electronically even if you get it from the internet. This is particularly true with pictures. Use the Mediahub via online resources, for which you do have permission. You could also use Google Images but only with the copyright agreed option in place.



### Photocopying:

Under the Copyright and Licensing Agency there is an agreement:

1. No more than 1 chapter of a book
2. No more than 1 article from a journal
3. No more than 5% of any work

Whichever is greater of 1, 2 or 3.

### Criticism or discussion:

You may copy a couple of sentences of a work for discussion within your work as long as proper acknowledgement is made and the quote is in inverted commas.

### Newspapers:

Wiltshire College has an agreement with the Newspaper Licensing agency for copies of articles from up to 20 newspapers. Please ask LRC staff for information on which newspapers are covered.

### Recordings:

Under the Educational Recording Agency Licence (ERA) agreement, copies can be made of most TV and radio programmes, including films, for educational purposes. The LRC ILT aides will record programmes for staff and will store them in the library with the correct labelling from ERA. Copies cannot be made of commercially bought videos/DVDs.

### Exams:

Exams can be copied in their entirety from one month after exam date.

