

Copyright Policy

1. Introduction

1.1. This policy sits within the context of UK law with particular reference to:

- The Copyright, Designs and Patents Act 1988 (as amended);
- The Database Regulations 1997;
- Any other related legislation which has an impact on management of intellectual property rights.

1. The policy will encompass and adapt to any new regulations which may come into force and resultant updates/enactments to the legislation listed.

2. In addition to copyright this policy also relates to database and performers' rights.

3. Copyright is a type of intellectual property. Other types include patents, designs, trademarks and confidential information.

1.2. The University College recognises that the creation and use of copyright material is a fundamental element of the higher education environment. This policy is intended to provide clear statements on how material protected by copyright and related rights should be used and how risk relating to this material will be managed at AECC University College.

1.3. This policy covers all copyright material in any form - analogue or digital - used within the scope of University College activity. For the avoidance of doubt, this material includes, but is not limited to: text, images, databases, drawings, graphic designs, logos, sound recordings, films, broadcasts, computer programs (software) and electronic material stored on local and remote drives and on internet sites.

1.4. This policy does not cover use of University College computers. For queries about this please see the relevant IT Policies.

1.5. This policy does not define the ownership of intellectual property.

2. Objectives

The objective of this policy is to clarify responsibilities for supporting and demonstrating best practice in the management and use of copyright material at the University College. This applies to learners, staff, visitors and partners.

3. Responsibilities

3.1. All staff, learners, visitors and partners shall adhere to UK law and will abide by the copyright and Intellectual Property Rights (IPR) clauses in the following regulations/policy documents:

- [Library and Learning Services regulations](#)
- IT Policies (available on the Staff Information Portal)
- [Chest User Obligations](#)
- [JANET Acceptable Use Policy](#)

- Various End User agreements and User Obligations in place (software and databases under licence, for example EBSCO, iSpring, Science Direct etc.)
- Policy on the provision and use of electronic learning resources via Moodle and the recording of lectures (available on the Staff Information Portal)

3.2. It is the responsibility of individual members of staff, learners and others working on behalf of the University College to make legitimate use of copyright material. Anyone who deliberately violates this policy will be subject to standard disciplinary procedures.

3.3. The Head of Library and Learning Services can provide guidance on copyright issues and will review the Copyright Policy every three years (or as required following any significant changes in legislation or licensing practice).

3.4. Library and Learning Services department will demonstrate and promote best practice in the use of copyright resources. This will include both digital and non-digital resources within the Library collections, third party software and other copyright material created within AECC University College.

4. Risk Management

At times it may be necessary for learners or staff to take a risk-managed approach to the use of copyright material. This should be done following best practice and with due diligence in order to minimise the impact of any infringement claims. The Head of Learning Services can be contacted for advice on best practice and if assistance is required on identifying the level of risk and the appropriate due diligent activity to take.

5. Licences

AECC University College will, where available, acquire licences from appropriate licensing bodies to use third party copyright material in line with University College requirements. The Head of Library and Learning Services will maintain a record of any University College-wide copyright licences and provide information on how they apply to University College activities.

Version:	2.1
Ratified by:	Academic Board
Originator / Author	Library Services Manager
Reference source	CILIP Guidelines, University of Kent template, with permission
Date approved	August 2023
Effective from	27 June 2019
Review date	2024
Target	All contracted staff and all students and apprentices
Policy location	SIP, VLE, Library and Learning Services LibGuides
Equality analysis	No direct impact