



AECC University College 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.
- 1.2. The policy will encompass and adapt to any new regulations which may come into force and resultant updates/enactments to the legislation listed.
- 1.3. In addition to copyright this policy also relates to database and performers' rights. Copyright is a type of intellectual property. Other types include patents, designs trademarks and confidential information.
- 1.4. 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 the University College.
- 1.5. 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.
- 1.6. This policy does not cover use of AECC University College computers, data networks, email or the Internet (internal or external web sites). For queries about this please see the relevant IT Policies.
- 1.7. 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 AECC University College. This applies to students, staff, visitors and partners.

3. Responsibilities

- 3.1. All staff, students, 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/Learning Services regulations
 - Various End User agreements and User Obligations in place (software and databases under licence, for example EBSCO, Science Direct etc.)

- Policy on the provision and use of electronic learning resources via Moodle and the recording of lectures.
- 3.2. It is the responsibility of individual members of staff, students 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 Learning Services can provide guidance on copyright issues and review the Copyright Policy every three years (or as required following any significant changes in legislation or licensing practice).
 - 3.4. The 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 the AECC University College.

4. Risk Management

At times it may be necessary for students 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

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

6. Copyright Notices

The AECC University College will place appropriate copyright notices adjacent to any relevant equipment that may be used for reproducing copyright materials.

7. Guidelines

Guidance on copyright and how copyright material can be used lawfully is available on the Learning Services webpages.

Version:	1
Ratified by:	Academic Audit Committee/Academic Board
Originator / Author	Head of Learning Services & E-Developments
Reference source	CILIP Guidelines, University of Kent template, with permission
Date approved	22 June 2016 Amended for AECC University College title and rebrand September 2017
Effective from	22 June 2016
Review date	2019
Target	All staff and students
Policy location	SIP, VLE, Learning Services website

