



CITY
UNIVERSITY OF LONDON
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Library Services Copyright policy

1 Introduction

City, University of London respects and observes the principle of copyright protection for all works created by third parties and requires its staff and students to do likewise. As such, City endeavours at all times to comply with UK copyright legislation (the Copyright, Designs and Patents Act 1988 and associated regulations) and to adhere to the terms of copyright licences. Infringements of copyright legislation or licences by any individual may result in legal action against the individual or the institution. City regards infringement of copyright as a very serious matter and may take disciplinary action where this occurs.

2 Scope of this policy

2.1 What it includes

2.1.1 This policy takes an overview of copyright laws and covers all printed, electronic and digital copyright material used within the scope of City activity. For the avoidance of doubt, this material includes, but is not limited to, text, images, databases, graphic designs, logos, sound recordings, films, broadcasts, computer programs (software) and electronic material stored on local and remote drives, password protected systems (such as Moodle and Reading Lists Online), and on internet sites.

2.1.2 This policy is solely concerned with issues relating to the use of third party material.

2.2 What it does not include

2.2.1 This policy does not cover City's ownership of copyright in materials created by individual members of staff and students. For queries about copyright in staff and students' own work, see [City's Intellectual Property Policy](#) or contact Dr Carol Daniel (Head of Technology Transfer, City, University of London) tel: 020 7040 4080, email: techtransfer@city.ac.uk for further advice and assistance.

2.2.2 This policy does not cover use of City computers, data networks, e-mail or the Internet (internal or external websites). For queries about this see the [Conditions of Use documents](#).

3 Responsibility of members of the institution

3.1 Copyright clearance

3.1.1 It is the responsibility of individual members of staff, students

or others working on behalf of the University to make legitimate use of third party material. The exclusive rights of copyright holders should not be infringed. These exclusive rights are:

- to copy the work
- to distribute copies to others
- to perform, show or play the work in public
- to communicate it to the public
- to make an adaptation or to do any of the above in relation to an adaptation.

3.1.2 Before copying or otherwise using material authored by others, the individual must determine whether that material is subject to copyright by considering whether the intended use is either:

- lawful under statutory exception, "fair dealing" or other law, or
- permitted by licence.

3.1.3 If neither of the above applies, the individual must obtain permission from the copyright holder. This permission should be retained by the individual who requested it until such time as use of the copyrighted material is no longer required. If the copyrighted material is transferred to an archive, the permission documentation must be transferred also.

3.2 Guidelines and Implementation

3.2.1 City provides [detailed guidance on copyright law](#) and the institutional licences to which it is a signatory on the Library web site. Staff and students are expected to familiarise themselves with such guidance and to apply it in all their dealings with copyright works.

3.2.2 City will place copyright notices adjacent to all relevant equipment that may be used for reproducing copyrighted materials. (Guidance specific to the acceptable use of City IT facilities is co-ordinated by IT services.)

3.2.3 If staff or students of City are in any doubt about their proposed reproduction or use of third-party copyright works, they may contact Stephen Penton, Copyright Librarian, Northampton Square Library, tel: 020 7040 5639, email: Stephen.penton@city.ac.uk, for further advice and assistance.

3.2.4 It is the responsibility of Deans and Heads of Department to ensure implementation of this Policy and its associated guidelines.

3.2.5 Any misconduct or breach relating to this policy by any City employee may lead to disciplinary action under the [appropriate procedures](#).

3.2.6 Policy violations by students will be dealt with as cases of academic misconduct and standard [disciplinary procedures](#) will apply.