

# Copyright & Brightspace FAQs

**Bournemouth  
University**

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## 1.1 Can I create a link on a Brightspace Reading List for my unit using a Copyright Clearance Center (CCC) or Copyright Licensing Agency (CLA) Licence and Digitised Content for Reading Lists?

Yes, you can create a link on the reading list for your unit. Please contact your [Faculty Library Team](#) for advice.

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It is not the preferred approach but some of the Library's database licences do allow PDFs of journal articles/book chapters to be mounted on a VLE. However, if you do choose to do this rather than providing a link to the material, please check the terms and conditions of the relevant database to ensure that this is permitted under the licence.

## 1.2 Can printed items be scanned and put onto Brightspace?

Yes, because the University has a CLA scanning licence. You can request any digitised content via the reading list for your unit if you already have editing rights to the list. Please contact your [Faculty Library Team](#) for advice.

Alternatively you can request digitised content via our [online form](#). Any items scanned under licence by library staff are placed on the reading list for the unit you are teaching.

N.B. The University's CLA Licence has strict terms and conditions, which include:

- a record must be kept of every item scanned under the licence. This administrative task is undertaken by the Library;
- the University must own a print copy of the original material;
- the original material must be published in [participating countries](#);
- the scanned copy must be part of a course-specific collection;

There are limits on how much of an item may be scanned per unit per programme, which include:

- a single extract or extracts from a published edition as long as the total copied does not exceed 10% of the whole work; or
- one chapter of a book;
- one article in an issue of a serial publication or in a set of conference proceedings;
- one short story or one poem not exceeding 10 pages in an anthology;
- the entire report of a single case in a set of published judicial proceedings.

1.3 Can I get round the limit on how much may be scanned per unit by making a request for

different chapters from the same book to appear in the same programme at different times in the year?

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Electronic versions of newspaper articles can be found in the databases PressReader (90 day archive; full facsimile copy) and Gale Reference Complete, available from the [Library web pages](#).

1.9 I have a student who needs an accessible copy of a scanned document which can be read by screen reading software. What should I do?

Please ask the student to email the Digitised Content team at [librarydigitisedcontent@bournemouth.ac.uk](mailto:librarydigitisedcontent@bournemouth.ac.uk) identifying the document(s) they need. The Digitised Content team will then send an accessible copy to the student. This type of request will be dealt with on an individual basis with the student concerned.

## 2. General copyright questions

Where third party copyright material is included within teaching materials, use must be covered by one of the University's licences, a fair dealing copyright exception or consent from the rights holder. Fair dealing is an exception in the Copyright, Designs and Patents Act which allows short extracts to be copied for the purposes of:

- Non-commercial research and private study

- Criticism or review

- Illustration for instruction

Sufficient acknowledgement must be given.

When deciding what a 'fair' amount is you should consider whether your copying would have any adverse effect on sales of the work. If commercial exploitation would not be affected and where the amount copied is reasonable and appropriate to the context then it is likely that it can be considered fair dealing.

When relying on the "illustration for instruction" exception, the material copied must be crucial to the teaching point you wish to convey (i.e. not just to add interest).

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### 2.3 Can I copy images from web sites for inclusion in Brightspace?

Yes, this could potentially be covered by a fair dealing exception – see section 2 above.

However, fair dealing with images presents difficulties as it would often be impractical and undesirable to only use an extract from or part of an image. [JISC](#) offers advice on the use of images in teaching (N.B. this content was archived in 2017 but the advice is still valid).

BU licenses *some* databases with content that can be re-used for educational purposes, accessible via the [Library web pages](#).

### 2.4 Can I include parts of TV and radio recordings in Brightspace?

We recommend that staff use Box of Broadcasts (BoB) to record 'free to air' TV/Radio programmes and encourage students to access them via BoB. More information on this service can be found on the [Library web pages](#).

BoB operates under the University's Educational Recording Agency (ERA) Licence. Recordings made on BoB can be embedded in Brightspace.

Additionally, if you have made a recording yourself under the ERA Licence it may be stored digitally, uploaded to Brightspace and accessed by students from computers either on or off-campus in the UK.

Access must be password protected. The ERA Licence only covers scheduled 'free to air' broadcasts.

Any digital recording made under the ERA Licence needs to be accompanied by "a written notice within an opening credit or webpage which must also be viewed or listened to before access to the ERA Digital Recording is permitted." The notice must include:

the words: "This recording is to be used only for non-commercial educational purposes under the terms of an ERA Licence"

the name of the broadcast service from which the original ERA recording was recorded off-air

the date of the broadcast

the name of the programme

Programmes which are not covered by a licensing scheme, such as those broadcast on subscription channels such as Sky, may be still be shown or recorded for educational purposes. Recordings should be accompanied by a sufficient acknowledgement.

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2.6 Can I include film from commercial sources recorded on Brightspace?

Yes, this is potentially covered by a fair dealing exception.

2.7 Can I include film from a commercial recording on Brightspace?

Yes, this is potentially covered by a fair dealing exception.

If the film has been broadcast on television then it may have been recorded on ERA since it can be available on [BoB](#) also. To see the details of the ERA policy, see the ERA policy document (05/8793EMD(a) 0074019).

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