

**The practicalities of copyright**  
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## *Introduction*

- ◆ Making material available
  - What?
  - How?
  - Why?
  - Who?

## *How to get permission*

- ◆ Copyright
  - check status
  - identify rightsholder(s)
  - locate rightsholder(s)
  - obtain permission

*Is permission really necessary?*

- ◆ Public domain
- ◆ My use is covered by an existing licence
- ◆ My use is covered by an existing legislation
- ◆ I wrote it
- ◆ It's on the internet

*Copying under licence  
(who wants your money?!)*

- ◆ CLA:
  - Photocopying licences
  - Trial scanning licences
  - VIP licence
  - + Sticker scheme (commercial 'walk in' users)
  - + Doc. del. (transactional or low volume)

<http://www.cla.co.uk/copyright/copyrightlaw.html>
- ◆ Rightsholder license (publisher/author/agent)  
e.g. NESLi2, HMSO  

<http://www.nesli2.ac.uk/model.htm>
- ◆ BLDSC  

<http://www.bl.uk/services/document/copyright.html>

## *Identifying Rightsholders*

- ◆ Information from source
- ◆ Information from publishers
- ◆ Information from authors

NB – publisher, authors and translators all have rights!

## *Locating Rightsholders*

### Web Sources:

- ◆ Google
- ◆ COPAC
- ◆ University & Publisher web pages
- ◆ WATCH

### Electronic/Print Publications

- ◆ Book/Periodical/Publisher Directories
- ◆ Publications by the same publisher or author

### Other Sources

- ◆ Societies & Associations/Collecting Societies/  
Licensing Agencies/Reproduction Rights  
Organisations

## *Obtaining Permission*

- ◆ Direct: rightsholder = publisher/author
- ◆ Indirect: CCC
- ◆ Indirect: HERON
- ◆ (CLA)
- ◆ (British Library)



## *Common Permission Problems*

- ◆ Can't identify or trace the rightsholder
- ◆ Permission is too expensive
- ◆ Permission is refused
- ◆ Permission process takes too long
- ◆ Third-party copyright issues

## *Managing permission requests*

- ◆ Paper based - suitable for a small number of requests or courses. Minimal set-up / maintenance effort
- ◆ Spreadsheets, e.g. Excel - suitable for small to medium numbers. Minimal set-up / maintenance effort
- ◆ Databases, e.g. Filemaker, MS Access - suitable for small to large numbers. May require considerable set-up / maintenance effort.
- ◆ Specialist services, e.g. HERONweb, PackTracker

## *Processing Permission Grants*

- ◆ Individual clearance terms for each extract (may specify formats and credit lines)
- ◆ Payment required for each extract to each rightsholder
- ◆ Records management

## *Terms and Conditions*

- ◆ Controlled/limited access
- ◆ Display credits
- ◆ Information for end users
- ◆ Documentation
- ◆ Audits

## *WHO?*

Getting permission

Making copies

Managing Access

User education

- ◆ Librarian
- ◆ Lecturer
- ◆ Support Staff
- ◆ Technical staff
- ◆ Agency

## *Summary*

- ◆ Make sure that your proposed use is permitted
- ◆ Make sure you have the relevant permissions in place
- ◆ Keep accurate records
- ◆ Make sure that usage stays within terms and conditions
- ◆ Be patient
- ◆ Ask people for help (permissions staff are human!)
- ◆ Don't lose your sense of humour!

## *Useful Links*

Tracing publishers and titles:

<http://www.google.co.uk/>

<http://www.copac.ac.uk/>

<http://www.amazon.co.uk>

<http://catalog.loc.gov/>

<http://tyler.hrc.utexas.edu/> (WATCH)

Copyright information & clearances:

<http://www.cla.co.uk> (Copyright Licensing Association)

<http://www.copyright.com> (Copyright Clearance Center)

<http://www.nla.co.uk> (Newspaper Licensing Association)

<http://www.bl.uk> (British Library)

<http://www.patent.gov.uk/copy/index.htm>

Mailing lists: [lis-copyseek](#)  
[arl-ereserve](#)  
[lis-ejournals](#)



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