

A GUIDE TO COPYRIGHT LICENSING IN SCHOOLS



This leaflet will help you to identify school activities that may need to be covered by a licence and directs you to the appropriate organisation for further information and advice.

www.licensing-copyright.org

AT-A-GLANCE GUIDE TO COPYRIGHT LICENSING IN SCHOOLS

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Creative works are central to the national curriculum as subjects in their own right. Literature, music and art lie at the heart of the UK's creative industries. These industries make an important and ever-growing contribution to the economy of our country. One in twenty of the workforce currently earns their living from the creative industries and legal copyright protection has enabled most of these industries to develop over the years. Their continuing health and the future livelihoods of many of your students depend upon the recognition of the value of copyright works by making proper payment for their use.

EXAMPLES OF ACTIVITIES REQUIRING A LICENCE

	 CCLI	 CLA	 ERA	 MCPS	 MPLC	 PPL	 PRS FOR MUSIC	 PVSL
Photocopying, manual or electronic reproduction of the words and/or music of hymns and worship songs used during assemblies for acts of collective worship [†]	✓							
Creating and storing, on computer, the school's own hymn book or carol sheets	✓							
Photocopying or scanning extracts from printed books, journals or magazines whether academic, trade or consumer publications for teaching or training [†]		✓						
Creating overhead transparencies containing extracts from magazines, journals or books [†]		✓						
Recording a radio or television broadcast and using recordings (including making available to students) for the educational purposes of licensed educational establishments.			✓					
Recording a school concert, play or other event containing music [†]				✓		✓		
Holding a school disco, fete or fair where music is played						✓	✓	
Hiring out premises for keep fit/aerobic classes						✓	✓	
Using a radio, TV, CD player or other device in administration offices or staff rooms						✓	✓	
Using music on hold on your telephone system				✓		✓	✓	
Organising a school play, an end of term concert or recital involving live or recorded music that is attended by family or friends [†]						✓	✓	
Showing a film or DVD in school, not in the course of instruction, eg. wet lunchtimes, after school film clubs etc. MPLC represents over 350 Independent film studios and TV Producers.					✓		✓	
Showing a film or DVD in school, not in the course of instruction, eg. wet lunchtimes, after school film clubs etc. PVSL represents all major Hollywood as well as Independent and Bollywood studios. For a full list check: www.filmbank.co.uk/pvsl							✓	✓

[†] If you are photocopying music or lyrics (excluding hymns or worship songs for collective worship) or performing a play, musical, ballet or opera that includes music that is specially written for the work, you normally need to get permission direct from the publisher. For help identifying or contacting the publisher, contact the Music Publishers Association at info@mpaonline.org.uk

Note: This guide covers many of the routine activities for which schools need a licence, but is not exhaustive. Other organisations may need to be contacted. Visit www.licensing-copyright.org for more information.

WHERE TO FIND OUT MORE

www.licensing-copyright.org



Christian Copyright Licensing International Ltd (CCLI) is the UK's major licensing body for the reproduction of hymns and worship songs used in acts of collective worship during assemblies. CLLI can license your school to reproduce the lyrics and music of many thousands of songs by hand, type, computer storage and photocopying or use on OHP acetates, electronic storage and projection, song sheets and so on.

www.ccli.co.uk/schools **email:** info@ccli.co.uk **tel:** 01323 436103



The Copyright Licensing Agency Ltd licenses the photocopying and scanning of extracts from books, journals and magazines for the purpose of teaching, training or information on behalf publishers, authors and visual creators. Use of digital copies with digital whiteboards, VLEs or PowerPoint presentations is also covered.

www.cla.co.uk **email:** info@cla.co.uk **tel:** 020 7400 3100 **fax:** 020 7400 3101



The Educational Recording Agency Ltd licenses designated educational establishments to record radio and television broadcasts for educational purposes. On-site access to digital recordings for use on interactive whiteboards, VLEs and PowerPoint presentations is included. Streaming recordings off-site is covered by a top-up licence, ERA Plus.

www.era.org.uk **email:** era@era.org.uk **tel:** 020 7837 3222



PPL represents the UK record industry, licensing the use of sound recordings (CDs, tapes, records etc.) on behalf of record companies and performers. A PPL licence is required for any public performance of sound recordings for extra curricular purposes within schools, such as school discos, keep fit classes, music on hold etc. A licence can be obtained from PPL's agent CEFM.

www.cefm.co.uk **email:** ppl@cefm.co.uk **tel:** 01494 836 233



PRS for Music is the UK copyright collection society that represents composers and publishers of music. A PRS for Music licence is required for any public performance of music for extra curricular purposes within schools. A licence for schools can be obtained from PRS for Music's agent, CEFM. Some commercial uses of music may need to be licensed directly by PRS for Music.

www.cefm.co.uk **email:** prs@cefm.co.uk **tel:** 01494 473014
www.prsformusic.com **email:** customerservice@prsformusic.com **tel:** 0845 309 3090



MCPS (part of PRS for Music) licenses music when it is recorded on a CD, tape, video or DVD, or when that recording is issued to the public. This applies to recordings of school concerts, plays or similar events. Applications for an MCPS licence can only be made on the website.

www.prsformusic.com **e-mail:** applications@mcps.co.uk **tel:** 020 8378 7500



The MPLC Licence for schools is an 'add-on' licence, providing schools with access to an extra 350+ independent film studios, family-friendly, educational and TV producers. The licence allows unlimited showings in any legal DVD or download format, for non-curricular use. This licence is provided in addition to any other existing film licence.

www.mplcuk.com **email:** ukinfo@mplc.com **tel:** 01323 649 647 **fax:** 01323 439 354



The Public Video Screening Licence (PVSL) was created by Filmbank who represent all major Hollywood plus Independent and Bollywood studios. Schools holding the PVSL are able to show films for entertainment purposes during and out of school hours, including in after-school and film clubs. Fundraising licences in the special early window before DVD release are also available. No add on licence is required for the screening of Hollywood, Independent and Bollywood films, within Filmbank's repertoire.

www.pvsl.co.uk **email:** pvsl@cefm.co.uk **tel:** 01494 836 231