

To be displayed beside all fixed-location photocopying and/or scanning machines

A CLA Schools Licence has been granted which permits photocopying and scanning by this school, within clearly-defined limits, from books, journals and magazines.

What the Licence covers

Paper Copies (including onto acetate)

The School's staff can make or authorise the making of Paper Copies for distribution to pupils, parents, teachers, other staff and governors from most books, journals and magazines published in the UK, USA and many other countries (please refer to our website for an up-to-date list).

Digital Copies

The School's staff can make or authorise the making of Digital Copies for distribution to those pupils, parents, teachers, other staff and governors who are permitted to have access to the School's secure network, by scanning or retyping from books, journals and magazines published in the UK, USA and certain other countries (please refer to our website for an up-to-date list).

These Digital Copies may be used with digital whiteboards, VLEs and presentation software (eg PowerPoint™). They may not be edited or manipulated or modified in any way except for changes necessary to enable users with a disability (such as visual impairment) to access the work. Staff are, however, allowed to mark copies to add emphasis. Retyped extracts must be reproduced verbatim, including all punctuation. The use of optical character recognition (OCR) software is not permitted.

Important points to note

- As many copies as are required can be made for each particular purpose **but** no more than the number needed to ensure that each member of the class, plus the teacher, has access to a copy, and subject to the following extent limits:

one complete chapter from a book

one article from a journal or magazine

one short story or poem not exceeding 10 pages in length from an anthology

in the case of a published report of judicial proceedings, the entire report of a single case

or 5% of the publication, if greater than the above

- All copies should be identified with details of author, title, publisher and ISBN/ISSN at the foot of each page so that the source of extracts taken from books, journals and magazines is acknowledged and copies are easily reportable to CLA for distribution/survey purposes. Where a digital copy does not already include source details, a cover sheet or page giving this information should be added.

What the Licence does not cover

Any material described in our *List of Excluded Categories and Works*, including but not limited to the following:

- | | |
|---|--|
| • Printed music (including the words) | • Published examination papers and published tests |
| • Hymns | • Workbooks, workcards and assignment sheets |
| • Newspapers | • Privately-prepared teaching material |
| • Maps, charts and books of tables | • All works published by certain US publishers |
| • Some correspondence courses | • All works by Dylan Thomas and J.D. Salinger |
| • Publications bearing a specific notice that they are not to be copied under a CLA licence | |

However, please note that some of the above may be covered by licences granted by other organisations.

The *List of Excluded Categories and Works* should be on display next to all fixed-location photocopying and/or scanning machines. It is updated periodically and the current version is available on our website.

Permission to copy from any excluded item (that is not covered by another organisation's licence) or to copy quantities in excess of the stated limits must be sought from the rightsholder (publisher, author or artist) on each occasion.

This document is intended for guidance only and not as a substitute for the CLA Licence terms themselves; in the event of conflict, the CLA Licence shall prevail.

The Copyright Licensing Agency Ltd

Head Office

Saffron House, 6-10 Kirby Street, London EC1N 8TS
Tel 020 7400 3100 Fax 020 7400 3101 Email cla@cla.co.uk

CLA in Scotland

CBC House, 24 Canning Street, Edinburgh, EH3 8EG
Tel 0131 272 2711 Fax 0131 272 2811 Email clascotland@cla.co.uk