Copyright Guidelines for Lecture Recording

This copyright guidance is a modified version of work by Dr Graham McElearney, Corporate Information and Computing Services, The University of Sheffield, made available by the Association for Learning Technology (ALT) at a repository @ http://repository.alt.ac.uk/819/

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Summary of the key issues:

Although it may often be legal and acceptable to use certain Copyright protected materials in lectures and seminars, e.g. images in PowerPoint presentations or video clips from commercially available DVDs, it may not be legal or acceptable to record the use of these materials unless:

1. The copyright period in the material has expired
2. You own the copyright of the material
3. The University of Sussex owns the copyright of the material e.g. University publicity material, other learning and teaching resources produced by the University
4. You have specific copyright clearance to use the materials in this way
5. The material is publicly available and used for the purpose of ‘criticism or review’. It should be accompanied by a sufficient acknowledgement.

This is because recording the lecture is classified as making another copy, and is therefore a copyright infringement.

It is important to remember that:

- You are responsible for making sure that your recorded lectures do not infringe copyright
- Both you and the University are at risk from being sued and/or prosecuted for infringing copyright, either within recorded lectures, or by uploading materials to Study direct
- Simply placing copyrighted materials within a password protected environment does not make it legal – it is still unauthorised copying
- Although it may be legal to use these materials within a class, it does not necessarily make it legal to include them within a recorded lecture and/or upload these to Study direct
The University of Sussex will enforce a notice and take down policy in the light of any proven copyright infringements. Further details of this policy can be found at ****

The information provided here is intended as a summary. If you require more detailed information, please see the Library Copyright LibGuide or contact library.copyright@sussex.ac.uk.

A. Material from your own or colleagues’ research, including tables and images:

Although it may be your work, you may have already signed away the copyright to this if you have had the research published by a journal. Any publishing agreement must be checked to see how the work can now be used. It may be possible to use the pre-print version of the article, including the illustrations. Use the SHERPA/RoMEO to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement. Otherwise it may be possible to request for extracts of journal articles to be scanned by the Library under the CLA licence – please see the Library Copyright LibGuide for further details ***

B. Images

Although it is very easy to download images from the Internet and insert them into your presentations, these images will almost certainly be subject to some sort of copyright, and unless you own the copyright yourself, it is NOT legal or acceptable just to download them and use them in your recorded lectures.

Images are of course a very powerful aid and may often form an essential part of your teaching. Fortunately there are many ways that you can legally use images in your recorded lectures:

- Use images where their copyright has expired
- Many sites e.g. Flickr, allow you to use images subject to a Creative Commons (CC) licence - all CC licences mean the copyright owner must be attributed and there may be other restrictions on its use
- There are an increasing number of Open Educational Resources that allow the use of images in this way.
- Create your own
- You can have disembedded images from books in the University Library digitised for use in class in compliance with the CLA licence – please see the Library Copyright LibGuide or contact library.copyright@sussex.ac.uk.
● Obtain permission to use them from the copyright holder

C. Video materials

The lecture recording process will only make a very low grade copy of any videos you show in class, so this is not a recommended way to make such materials available to your students. These low grade copies are still subject to copyright however, so please bear the following in mind:

● Commercially purchased DVDs should not be recorded in this way unless you get permission from the copyright holder
● The copyright in videos that you might show from sites such as YouTube or iTunes U resides with the creator of the video, so again you would need to obtain permission directly from them (YouTube or iTunes U cannot grant this on their behalf). Some of these materials may be available for educational use or under a CC licence.
● Television broadcasts can be recorded off-air under the University’s Educational Recording Agency (ERA Plus) Licence, to show in class but can only be made available online to authorised users for access within the UK.
● The following Video on Demand Services are now also covered by the ERA Plus licence to record and access recordings for educational use: BBC iPlayer, Channel 4, ITV, Channel 5 and S4C.

Good practice tips:
1. If you want to include TV programmes in your lecture, find out about how using Box of Broadcasts (BoB) can help.

Use Box of Broadcasts to record television or radio broadcasts for educational use in lectures. Recordings can also be embeded in your module website in Study Direct.

Using BoB allows you to create your own recordings from a broadcast, use archived broadcasts or create your own clips from a recording.

To Embed a recorded broadcast within your Study Direct website:
● find the recording in My BoB and select to view
● copy and paste the Embed code into the relevant section of your Study Direct module, working in Text mode rather than WYSIWYG.
● Use the Toggle HTML Source icon to move between editing modes.

Using BoB for recording broadcasts ensures that access is limited to authorised users within the UK, in agreement with the terms of the ERA Plus Licence.
2. If you wish to use any of the above in a lecture you want to record, you can use the ‘Pause’ button in your recording to prevent this from being captured.

D. Sound recordings

Commercially bought audio cd’s can be used in class, but should not be included in a lecture recording, so the recording should be paused to prevent the playback from being captured.

Podcasts that you download from the web normally have an implied licence that enables you to copy and use them, as downloading them is a means of copying, so generally speaking you should be ok to use them, unless they have an accompanying statement that precludes their use. As with all these cases, if in doubt – check.

Streamed audio from services such as the BBC Listen Again service may also be used in class but again should not be included in your recorded lectures.

E. Further Information

For more information about using digital resources in your lectures, consult JISC Digital Media’s excellent guide to “Finding Video, Audio and Images Online”
http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online

For additional support and guidance on copyright issues, please see the Library Copyright LibGuide. We are happy to provide help and guidance if you have any concerns or questions about this - please contact library.copyright@Sussex.ac.uk.

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