Copyright Guidelines for Lecture Recording – ALT Repository Version

# Introduction and Guidance notes:

This document has been written by Dr Graham McElearney, Corporate Information and Computing Services, The University of Sheffield, as a guide for staff wishing to use the University’s lecture recording service. Its primary aim is to provide a **summary** of the main issues to consider when using third party materials that may be subject to Copyright, and is not a full and comprehensive guide to all the issues concerned. Comprehensive guidance should be provided by your own Institution.

# Disclaimer:

These guidelines are provided purely as an example of how institutions may wish to inform their staff of the copyright issues involved in lecture recording. They do not constitute legal advice. **The University of Sheffield or any of its employees admit no liability as a result of its use.**

# Localisation Information:

You will need to change the following information in the document to make it apply to your Institution:

**Name of lecture recording service:** you will need to change **myEcho** to the name of your lecture recording service

**Contact email for lecture recording service:** you will need to change **myEcho@sheffield.ac.uk** to the contact address for your lecture recording service

**Notice and take down policy:** You will need to provide the web address for your Institutions notice and take down policy.

**Address and link text of full copyright guidance document:** It is suggested that you provide a link to more comprehensive guidance on this. You will nee to change the link text and address from “**Copyright in Online Environments**” to your own title and relevant instructions

**CLA and ERA Licence information:** You will need to remove “**Eoffprints service**” and provide the appropriate text and addresses for your local information regarding CLA and ERA licence subscription where appropriate.

# Copyright Guidelines for Lecture Recording

**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 using myEcho or any other means unless

1. The copyright period in the material has expired
2. You own the copyright of the material
3. The University of Sheffield 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

This is because recording the lecture using myEcho 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 it risk from being sued and/or prosecuted for infringing copyright, either within recorded lectures using myEcho, or uploading materials to MOLE, and/or the video streaming service
* 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 MOLE
* The University of Sheffield 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 <http://www.shef.ac.uk/tbc>

The information provided here is intended as a summary. If you require more detailed information, please follow the “Copyright in Online Environments” link in the right hand menu, or contact myecho@sheffield.ac.uk.

**Specific Issues:**

**Material from your own/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. Otherwise it may be possible to request for extracts of journal articles to be scanned by the Library under the CLA licence – contact the [Eoffprints service](http://www.shef.ac.uk/library/eoffprints/) for more details.

**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 images from books in the University Library digitised for use in class in conformance with the CLA licence – contact the [Eoffprints service](http://www.shef.ac.uk/library/eoffprints/)
* Obtain permission to use them from the copyright holder

**Video materials**

The lecture recording process will only make a very low grade copy of any videos you show in class, so this I 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 programmes can be recorded off-air to show in class but unfortunately cannot be made available for viewing online off campus under the University’s current ERA licence.
* On demand services such as the BBC’s iPlayer are not covered by the off-air recording licence so cannot be made available online as part of a recorded lecture.

If you wish to use any of the above in a lecture you want to record, you will need to edit these parts out of the recording. Please contact myecho@sheffield.ac.uk for advice about this.

**Sound recordings**

Commercially bought audio cd’s can be used in class, but should not be included in a lecture recording, so these sections will need to be edited out from the recorded lecture.

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 so must be edited out.

**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”** from the right hand menu (http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online/)

For more detailed information, please follow the “Copyright in Online Environments” link in the right hand menu. We are happy to provide help and guidance if you have any concerns or questions about this - please contact myecho@sheffield.ac.uk for advice.

# Contact Information for any queries regarding this document

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