## Loughborough University

# Copyright policy (Seventh draft, June 2011)

This document outlines general copyright policy for Loughborough University - readers should refer to related documents for details of University copyright practice.

## 1. General information

1.1 Loughborough University respects and observes the principle of copyright protection for all qualifying works in accordance with current legislation, principally the Copyright Design and Patents Act 1988. ln order to deliver good practice and legal compliance in relation to copyright matters, staff and students are expected to abide by this policy and its related procedures.

1.2 The University will provide relevant training, written guidance and specific advice as appropriate to its staff and students, to be co-ordinated by Staff Development in conjunction with the University's Copyright Officer and IT Services.

1.3 The Secretary to Council is the designated signatory for copyright matters within the University. Day-to-day matters relating to copyright are overseen by the University’s Copyright Officer, based in the University Library, and IT Services.

## 2. Copyright: compliance

2.1 The University seeks to maximise the worth and use of the information resources that it provides for the benefit of members of the University (staff and students) in their activities and expects that reproduction of such copyright material will be a normal part of those activities. To this end, members are required to reproduce material in a proper manner, whether by means of legislative permissions, by licence or by direct permission from rights holders.

2.2 The University acknowledges that copyright can be complicated and counter-intuitive and therefore provides guidance on copyright compliance for its members. This is available from the University’s Copyright web pages), the University’s Copyright Officer and the University’s IT Acceptable Use Policy (AUP).

2.3 The University will move swiftly to resolve any case of potential infringement that is brought to its attention. Inappropriate use of copyright material by individual members of staff or students may result disciplinary action under the relevant staff or student disciplinary procedures.

## 3. Copyright: ownership

In accordance with the Copyright, Designs and Patents Act 1988 and in the absence of an agreement to the contrary, the copyright in material produced by staff members in the course of their duties rests with the University.

## Research outputs

3.1 As outlined in the academic conditions of service, the University makes no claim on the copyright of staff research outputs, subject to granting the University an irrevocable royalty-free perpetual licence to copy such materials onto any University electronic repository, including the right (without seeking consent) to make necessary changes in accordance with technical requirements of such repository. In addition, the University requires a copy of every research output, where possible and after it has been peer reviewed, to be deposited in the University Institutional Repository Further information regarding open access publishing and the University’s Institutional Repository is available from the University Library.

3.2 The University encourages staff to retain the copyright of their research output, where possible, in line with the University’s statement on maximising access to outcomes of research. Further information is available from http://www.lboro.ac.uk/library/resources/InstitutionalRepository.html#copyright

## Teaching and other material

3.3 In the absence of an agreement to the contrary, the copyright in material produced by staff members in the course of their duties rests with the University. This includes, but is not limited to, teaching material, internal reports, policies, etc.

3.4 The University will in good faith negotiate with a staff member on whether or not that member shall enjoy or participate in the benefit of such copyright as would normally rest with the University and, if so, on what terms.

## Students’ work

3.5 The University makes no claim on the copyright of material produced by student members except where there is an agreement to the contrary.

## 4. Access to Material

4.1 In general, the University will look favourably on requests from third parties who wish to reproduce University copyright material.

4.2 If a member wishes to deposit in the public domain digital teaching material he/she has created in the course of his/her duties, e.g. as Open Educational Resources, a proposal must first be submitted to the E-learning Officer Group through the Head of E-learning.