



## Copyright and Licences

1. **What is Copyright?:** Copyright protects creativity and confers certain rights on the owner of original works, including literary, dramatic, musical, and artistic works, as well as sound recordings and films. Copyright arises automatically when a work is created and fixed in a tangible form.
2. **Relevance and Application:** Copyright protects various categories of works, including literary, dramatic, musical, artistic works, databases, sound recordings, films, broadcasts, and typographical layouts. The copyright owner has exclusive rights to copy, distribute, rent, lend, communicate, perform, and adapt the work.
3. **Using the Work of Others:** There are four circumstances in which the work owned by others can be used:
  - Copyright has expired.
  - The copyright holder has given permission.
  - The use falls under copyright exceptions.
  - The work is covered by a licensing scheme.
  - **Licences:** The Third Age Trust subscribes to several licences to support interest group activities, including the Copyright Licensing Agency (CLA) licence
4. **What the CLA Licence Covers:**
  - **Copying and Re-using Material:** The CLA licence allows the copying and re-use of extracts from digital and print books, magazines, journals, and websites for educational and teaching purposes.
  - **Extent of Copies:** Copies must not exceed one chapter of a book, one article from a publication, one short story or poem from an anthology, one case report from a published report of judicial proceedings, or 5% of the total, whichever is greater.
  - **Sharing Copies:** Members are entitled to share copies with one another in person or online for educational and teaching purposes but must not circulate copies more widely. Paper copies intended for a meeting of an interest group must not exceed the number of members attending.
5. **What the CLA Licence Does Not Cover**
  - **Excluded Works:** Certain works are not covered by the CLA licence, as the copyright owner has intentionally excluded them from this scheme. These include:
    - **Maps and charts** (consult the Ordnance Survey or Google Maps for necessary permissions).
    - **Newspapers** (consult the Newspaper Licensing Agency for the necessary licence).



- **Printed sheet music including lyrics** (unless the work is out of copyright, direct permission has been granted, or the use falls under one of the limited copyright exceptions).
- **Workbooks, work cards, or assignment sheets.**

For more details, you can visit the CLA website(<https://cla.co.uk/>).

6. **Member Responsibilities:** Members must respect the rights of others and only use the work of others if it is legally permissible. Unauthorized use can lead to legal consequences.
7. **Copyright Exceptions:** Certain acts in relation to copyright works will not infringe copyright, such as fair dealing for instruction, research, criticism, review, and reporting current events.