Copyright Guidelines

This document has been created by Caroline Ball, Copyright Officer, University of Derby, as a guide for staff wishing to use the University's lecture recording service. It is based on an original written by Dr Graham McElearney, Corporate Information and Computing Services, The University of Sheffield, and is used under Creative Commons licence.

Disclaimer:

These guidelines are provided purely as 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. They do not constitute legal advice.

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 Panopto 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 Derby 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. You are using material from a database or source licensed for educational use e.g. one of the Library's e-resources.
6. You are confident your use falls under one of the educational exceptions in the copyright legislation.

This is because recording the lecture using Panopto 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 Panopto, or uploading materials to Blackboard
- 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 Blackboard

The information provided here is intended as a summary. If you require more detailed information, please contact the Copyright Officer in the library.

For specific issues please visit the Copyright Website for a full list.

Further Information

We are happy to provide help and guidance if you have any concerns or questions about this or require more detailed information – please contact tel@derby.ac.uk for technical advice.

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