

Library

EdShare UoG

Copyright guidance

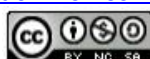


University
of Glasgow

Level: Beginner

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1. Introduction

The purpose of this guide is to help guide users to use EdShare whilst complying with UK copyright law. This guide covers both good practice in relation to legal compliance and use of EdShare.

EdShare is a repository for learning and teaching materials (educational) created by members of staff at the University of Glasgow (UoG). The EdShare platform enables the storage, long term preservation and sharing of the University's teaching and learning output, acting as not only valuable storage but a body of evidence. Materials within EdShare can be linked to from other online locations, i.e. Moodle, cutting down on duplication as you only need to store one copy or a particular resource.

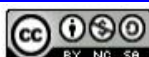
This guide will aid you adhering to UK copyright law when depositing resources in EdShare and when using or adapting materials created by others.

2. Advice on Open Educational Resources (OER)

Whenever uploading resources to EdShare, you may wish to consider making your materials available as [OER](#). Before proceeding to make your resources available as OER, you can consult the following UoG webpage, which provides information about 'who owns Intellectual Property (IP) of materials created by staff at UoG': [Link to University of Glasgow - Data Management Support for Researchers](#)

Below are three steps you are encouraged to follow when you create an Open Educational Resource:

- Deposit your OER in EdShare, ensuring long-term preservation
- Make your resources available to the world so others can benefit from them
- Ensure your resources uploaded to EdShare have the appropriate licence associated with them so others can reuse and adapt them

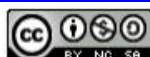


3. Creating a resource

Resources you create should be accompanied by your name and affiliation to make it clear who originally created the resource and provide a means of attribution. If you jointly created the resource with other UoG members of staff or members of staff from other Universities then their names and affiliation should be included in the attribution statement. Before uploading to EdShare you should obtain permission from any co-creators to make sure it is Ok for you deposit the final resource in EdShare.

It is important to consider the following when using third party content (i.e. content you didn't create yourself) in a resource you're developing:

- If you create all of the content within a resource then you do not need to worry about any potential copyright infringement. Prior to uploading to EdShare, you should consider what licence you plan on associating with your resource.
- If content within your resource is created by someone else then it is important to ensure you have obtained permission to use it. For detailed information on this, please refer to the '**3rd party content**' section within this document.



4. Choosing a licence for your resource

Resources uploaded to EdShare can be assigned different types of licences aligned to the Creative Commons (CC) suite. CC licences are tools to enable individual creators a simple standardised way to assign copyright to their creative work. Every CC licence allows the creator to retain copyright whilst allowing others to copy, distribute and make use of their work. This licencing scheme ensures creators get the recognition and credit for the work they produce and share.

Please note, you are responsible for deciding which licence to apply to the resources you develop or collaborate on.

4.1. Components of a Creative Commons licence

CC licences are comprised of five main elements which can be combined to enable you to specify how you would like your resource to be utilised.

- **CC** = Creative Commons, this signifies the legally binding CC licence.
- **BY** = Attribution, this must be provided to highlight the original source material and ensure the rights holder (creator) receives credit.
- **ND** = No Derivatives, means you may not build upon or alter the original content when reusing it.
- **SA** = Share Alike, if a new user(s) creates a new resource when reusing your content, they must use the same CC licence that was applied to the source material when redistributing.
- **NC** = Non-Commercial - any resource that has this associated with it means it cannot be used for commercial gain by any user who wishes to use it.

The above components can be combined in multiple ways to create bespoke legally binding CC licences.



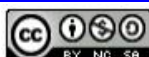
4.1a. further help and information relating to Creative Commons

- Click on the link below, if you would like to view detailed information about the types of Creative Commons (CC) licences.

https://edshare.gla.ac.uk/144/4/story_html5.html (please note this link will open in a new browser window)

- If you would like help in creating your own licence, please click on the link below to visit the CC website and be taken through the stages of developing your own licence.

<https://creativecommons.org/choose/> (please note this link will open in a new browser window)



4.2 Creative Commons Attribution

It is important to ensure you provide adequate attribution for the creator of the content when assigning a CC licence. Under UK copyright Law, this is also a requirement. Whenever you use CC works, ensure the creator has been acknowledged with any relevant copyright and licence information.

The items below should be present in an ideal method of CC attribution.

Title – What is the name of material?

- Make sure the title of the material is present in your attribution.

Author – Who is the owner of the material?

- Ensure to name the creator(s) of the content. An additional piece of good practice is to check if the creator wanted to be attributed in a particular way, i.e. to give another body credit, like a company or personal website. In some rare cases, a creator may not wish to be referenced at all.

Source – Where can I find the material?

The most effective method of guiding people to the material is to provide a URL link or hyperlink to the online location. This makes it much easier for other people to use or build upon the material.

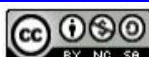
Licence – How can the materials be used?

When materials are being used under CC licencing – they are free, so ensure you make note of it. Avoid vague descriptions like; ‘Creative Commons’, because this provides no information to people about the type of licence or how the materials can be used. An example of an ideal CC attribution can be viewed below:

[‘Glasgow-Kelvingrove-museum-1’](#) by [Thyes](#) is licenced under [CC BY-SA 3.0](#)

The above example includes the title of the image, the original source and creator is given credit and the type of CC licence is mentioned and linked to.

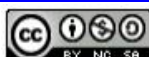
This guide suggests applying a CC-BY licence when depositing Open Educational Resource (OER) content you created and deposited to EdShare as this will allow others to share and build upon your work. However, another type of licence may be used if you feel it is more appropriate for a particular resource. As previously stated in this guide, it is your choice and responsibility to deciding which licence to apply to resource you upload to EdShare.



4.2a. further help with Creative Commons attribution

- Click on the link below if you would like to view detailed information about the best practice of applying and creating attribution in relation to Creative Commons licences

https://edshare.gla.ac.uk/143/4/story_html5.html (please note this link will open in a new browser window)



5. 3rd Party content

Resources you intend uploading to EdShare may include 3rd party content. Third party content is referring to any copyright protected work created by someone other than yourself. It is your responsibility to check carefully if you have permission from the rights holder to reuse their content in your resource(s). The information below will provide guidance on how to use a variety of third party content.

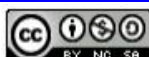
Remember if any resources you upload to EdShare contain 3rd party copyright protected permission you cannot make it available to the 'World'. The UK Copyright Exceptions could not be used to defend the inclusion of this material as it would effectively be available to the public. The only circumstance that would allow you to include 3rd party content within your resources that are available to the public is if you had explicit written permission from the rights holder to do so. It is therefore suggested to set the viewing permissions to 'University' if your resources contain 3rd party copyright protected content.

5.1. Electronic materials found online (Internet)

You should check the terms and conditions for any resource found online before using it; always read through and adhere to the terms and conditions. Some websites based in other countries may provide copyright guidance that is not applicable to the UK law, so be mindful of this. The items listed below provide some direction in terms of adhering to staying legal when using items found on the Internet.

- Wherever possible, reuse content from licenced sources, e.g. Creative commons, Open Educational Resources (OER)
- Adhere to any terms & conditions and or licence associated with materials
- Cite the content you use
- Ensure the use is '[fair](#)' and falls with the [exceptions to Copyright](#)

As stated above there are UK exceptions to copyright, which allow the limited use of 3rd party content when utilised for educational and non-commercial purposes. In the case of resources uploaded to EdShare containing 3rd party material, you will need to ensure the **viewing permission is set to 'University', and the usage is 'fair'**.



5.1a Videos

Videos you create or recordings of your lectures can be uploaded to EdShare and be made available to UoG students. Please remember and ensure any 3rd party material that is included within the video you upload to EdShare has either been:

- Granted permission (in writing) from the rights holder to use in your video
- The use is fair and can be defended by one or more of the UK exceptions to copyright, i.e. illustration for instruction

Remember, in the case of resources uploaded to EdShare containing 3rd party material, you will need to ensure the **viewing permission is set to 'University', and the usage is 'fair'**.

YouTube videos should always be linked to and never copied, recorded or embedded.

You are encouraged to make use of the institutions subscription to Box of Broadcasts (BoB). This is a subscription based service that enables all staff and students in subscribing Universities to record television programmes on and off campus. You can record any broadcast programme from Freeview 65+ TV and radio channels. **The only caveat/limitation is, the programmes you record using Box of Broadcasts can only be used and accessed by staff or enrolled students within the UK.**

To find out more about Box of Broadcasts click on the link below:

<https://sway.com/ktJJXkkue6qZuc>



5.1b Images

Unpublished Images (including charts, diagrams, photographs, illustrations and tables) you've created can be deposited to EdShare and included in teaching materials you intend to upload. These can be made available to UoG students. If the images you intend to use have been published in e.g. a book or journal then it would be advisable to contact your publisher and examine any signed agreement you have with them. Remember, you created the image but you may not be the rights holder as you may have assigned copyright to the publisher.

Images taken from an institutional print (e.g. journal) or electronic resource (e.g. eBook) may be uploaded to EdShare providing it is being used for educational purposes to illustrate a teaching point (**viewing permission must be set for a University audience only**). Remember to provide sufficient attribution for the rights holder and only use the amount of the image required to illustrate a teaching point, i.e. do not use the whole image unless required.

In the case of images, like other media it is encouraged for use to use licenced material, e.g. Creative Commons.

5.1c Audio

If you intend to upload an audio file taken from a CD or download, you should check what kind of uses are permitted. In the case of CD, check the box for terms and conditions and website for the downloaded file.

Audio files that are used for educational and non-commercial purposes may be used and uploaded to EdShare and made available to a **University audience only**. Remember and provide sufficient attribution for the rights holder, ensure the use is fair and the audio file being used to illustrate a teaching point.



5.1d University of Glasgow Print or Electronic resources

Due to various publisher licences, you should not upload to EdShare any items originating from University of Glasgow print or electronic resources, i.e. scanned book chapters/journal articles or e-journal articles/e-books or extracts of these.

If you require a scanned copy of a print chapter/journal article, please contact [Reading Lists@Glasgow](mailto:ReadingLists@Glasgow) who will investigate whether the chapter/article can be digitised using the University's scanning licence and make the chapter/article available via [Reading Lists @ Glasgow](#). Links to Reading Lists can be embedded within EdShare.

Links to e-journal articles/e-books can also be included in Readings Lists which can be embedded within EdShare.

5.1e Additional help with 3rd party content and reuse of materials

Click on the link below to view a learning object that focuses 5 areas of media used in learning and teaching, i.e. images, video, journals and their uses within online platforms such as Moodle and a face to face teaching environment. You will be able to find out how the fair dealing exceptions can be used to defend the use of types of media within teaching materials:

https://edshare.gla.ac.uk/107/2/story_html5.html

