

# Copyright Policy

## 1. Introduction

Copyright is an intellectual property right designed to allow the author/creator of a work to control its use. The University of Reading recognises the value of original works and is committed to fostering an environment which encourages creativity and in which third party material is used fairly and lawfully. As such, the University endeavours at all times to comply with UK copyright legislation (the Copyright, Designs and Patents Act 1988 and associated regulations and re-enactments) and to adhere to the terms and conditions of copyright licences. Infringements of copyright legislation or licences by any individual may result in legal action against the individual or the University. The University considers breach of copyright to be

## 4. Responsibilities of Members of the University Community

### 4.1 Implementation

It is the responsibility of Heads of School and Directorate to ensure implementation of this Policy and its associated Guidelines.

### 4.2 Copyright Guidelines

The Guidelines explain in more detail how copyrighted material can be used in the context of the University and determine the rules which apply to different types of media. The Guidelines are available from the IMPS website ([www.reading.ac.uk/imps](http://www.reading.ac.uk/imps)).

### 4.3 Copyright Clearance

It is the responsibility of individual members of staff, students or others working on behalf of the University to make legitimate use of third party material. This involves ensuring that permission has been granted so as not to infringe any of the exclusive rights of the copyright holder. These exclusive rights are:

- (a) to copy the work;
- (b) to issue copies of the work to the public;
- (c) to rent or lend the work to the public;
- (d) to perform, show or play the work in public;
- (e) to communicate the work to the public;
- (f) to make an adaptation of the work or do any of the above in relation to an adaptation

Before copying or otherwise using materials authored by others, each individual must determine whether materials are subject to copyright. If so, the contemplated use must be:

- (a) Permitted by licence; or

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