

# COPYRIGHT AND RECORDING POLICY

Preston and District



Adopted February 2021  
Review date February 2024

## Scope of the Policy

This policy applies to the activities of Preston and District u3a. It sets out the requirement for our u3a to operate according to the terms of its Copyright Licences and determines the way published material in any format (paper, audio, video, streamed services etc.) can and cannot be used.

## Why this Policy Exists

1. The Third Age Trust (TAT) holds “umbrella” Licence Certificates from the Copyright Licensing Agency (CLA) and the Motion Picture Licensing Company Limited (MPLC) allowing us to use in certain circumstances Printed, Audio and Video materials
2. These may be used when running Interest Groups or other u3a Events to enhance the interest and quality of presentations including for educational purposes.
3. It is imperative that the terms of these licences are not breached. Any breach of Copyright rules could lead to these licences being withdrawn from TAT which would have a serious, negative impact on the ability of TAT, u3a Regions and individual u3a’s to function.
4. TAT has held these licences for many years and we have always been subject to them in specific areas, such as it being forbidden to photocopy Copyrighted sheet music. However, the issue has become more prominent during the Covid-19 Pandemic as Interest Groups and our wider u3a have used Zoom and other Video Conferencing platforms to enable certain activities to continue.

## General Guidelines for Committee Members, Group Leaders and Event Organisers

1. The “Record” facility on Zoom or any other video conferencing system must not be used. It should be switched off in “Settings”. Material from third party sources used in meetings are for use in that meeting only and must not to be recorded or distributed outside that meeting.
2. TAT/u3a activities are covered by our CLA Adult Education Licence. This permits the use of a wide spread of available information in various formats under strictly limited conditions.
3. The licence permits the photocopying, scanning and re-typing of extracts from books, journals and magazines published in the UK including the use of digital materials in PowerPoint Presentations.
4. With regard to publications general guidelines for copying are:
  - One complete chapter from a book
  - One article from a Journal/Magazine
  - A short story/poem from an anthology.
  - Reporting of a single case from Judicial Proceedings
  - 5% of a publication as a general rule
5. Photocopying of sheet music which is subject to copyright is not permitted and music groups which require such material must encourage members to supply their own. There are some music publication websites that offer free music.
6. When accessing material from the internet it must not be assumed that it is free to use as it only enters the public domain once copyright expires. Being accessible is not the same as being freely available for distribution.
7. The TAT licence gives u3a’s and their relevant interest groups permission to play recorded music in public using audio, video or YouTube formats.
8. The viewing of films for entertainment purposes is not permitted under the terms of the TAT licences.