

Key Guidance Notes on Copyright and Licences

All u3a members are responsible for respecting the rights of others and should only use others' work when it is legally allowed. The internet has created a means by which materials can be easily accessed and distributed. There are companies that systematically monitor the internet for copyright infringement and can potentially lead to fines.

The subjects of copyright and licences are extremely complex with many lengthy documents written to help guide people through this minefield. It is difficult to summarise in simple terms as there are always caveats and exceptions to using images and materials.

The u3a National Body has produced guidelines which run to 11 pages in length. It does contain some extremely useful information especially the FAQ section at the end. If you are concerned about the risk of copyright and licence infringement, please contact a member of the u3a committee.

A copy of the u3a guidelines can be found at <https://u3asites.org.uk/files/r/redditch/docs/copyrightandlicences.pdf>

At the risk of over-simplifying the subject, here are some key points that are relevant to our Interest Group activities.

1. Please use copyright free internet images if you are creating a document that might be posted on the website or used in publicity flyers, leaflets and newsletters. Some images are clearly copyrighted with a watermark (saying copyright or licensable), many are not but are still under copyright. There are some websites that offer images that are on available on a free to use basis.
2. Showing an image within a presentation at an Interest Group meeting will likely fall under the copyright exception relating to "illustration for instruction". Having said that, if the same image (assuming under copyright) was posted on the u3a website to encourage people to join an Interest Group it would potentially constitute copyright infringement.
3. The u3a National Body subscribes to a number of licences to support Interest Groups. Certain uses of copyright material are permitted, for example:
 - The Copyright Licensing Agency (CLA) licence allows the copying of and re-use of extracts of digital and printed books (e.g., for distribution at an Interest Group meeting for the purpose of reading or critique). See u3a Guidelines for more information.
 - The Motion Picture Licensing Company (MPLC) Umbrella licence allows audio-visual contents (including DVD's, downloads and streamed materials) to be shown in a public location (e.g., community hall or member's home).
 - The Phonographic and Performing Licence (PPL) allows recorded music to be played by u3a's without the need to check whether the venue holds such a licence (e.g., music played at a Christmas party)
4. A photograph taken by a u3a member is technically under copyright to that member. The member can then allow that photograph to be used within the u3a (for the newsletter for example). Please note that the photographer should gain consent from all people in a photograph before use on the website or newsletter.

I hope that this has helped to provide some insight into the subject of copyright and licensing. As stated at the beginning of this document, it is a complicated subject, but in any doubt, please speak to someone in your committee.