



FORMISSION

## Copyright Policy and Intellectual Policy

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## Overview

This policy aims to cover all of the areas in which copyright laws apply to ForMission's practices. This covers a broad range of activities.

## 1. Live Worship

Copyright is the intellectual property belonging to the creators of original music, lyrics or literary. Copyright licensing protects everyone and aims to honour artists and publishers who create original work such as music and videos to serve the churches and organisations who may use them in their worship activities. CCLI licences aim to ensure legal use of creative works. As such ForMission is committed to complying with the regulations set out by CCLI and will undertake the following activities to ensure compliance.

### 1.1. Activities

The following activities are covered:

- Projection or printing out song lyrics and hymns for congregational singing.
- At times, ForMission may wish to record worship activities on behalf of those unable to attend in person.
- Creation of custom musical arrangements where no published version exists.

### 1.2. Our Responsibilities

ForMission uses live worship activities on special occasions, such as graduations, national induction and staff induction days as well as worship being a part of weekly hub activities throughout the academic year. Our responsibilities are as follows:

- To protect ForMission, through appropriate licensing such as the Church Copyright Licence ([CCL](#))<sup>1</sup>.
- To keep the CCL up to date on an annual basis.
- Honour the [terms and conditions](#) set out in the CCL.
- Report all song copy activity.
- [Validate](#) each participating song before making a copy.
- [Reproducing of song](#) lyrics, including the song title, writer credit(s) and copyright notice when used on slides etc.
- To ensure partner organisations comply with CCL.
- To produce a CCL guidance document for students and staff (appendix 1) when preparing for teaching and learning activities.
- It is the responsibility of ForMission and all partners, to ensure they keep regular track of songs used, and submit to CCLI for reporting of print, record, digital and translation [reporting categories](#).

## 2. Online Videos

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<sup>1</sup> Protect your church. The CCLI® **Church Copyright Licence**™ permits churches to project or print out the words and music to the world's great worship songs and hymns. With this licence, the church is covered for recording services on behalf of those unable to attend in person. Further, the licence permits the creation of custom musical arrangements where no published version exists. A simple alternative to seeking direct permission from each copyright owner, the Church Copyright Licence is a trusted solution and presently covers more than 24,000 churches in the UK.

Staff and tutors should only upload videos (to sites such as YouTube, Vimeo, etc.) that they have created or that they are authorised to use. They should not upload videos that they did not make. Equally, staff and tutors should not use any content in their video materials that is owned by someone else, such as music videos, snippets of copyright materials or videos created by other users, without their authorisation. Access to [Audio Library](#) provides free music and sound effects for creators to reuse content safely.

- Online videos used for enhancing teaching and learning should be used directly from the respective websites.

### 3. Readers (Digital Scans and Paper Copies)

ForMission uses numerous readers to supplement its teaching. These are scanned copies taken from books, journals and websites. This content is owned by authors who have a right to be recognised and rewarded for their work.

In order to use scans as part of our courses, ForMission pays an annual amount to the Copyright Licensing Agency (CLA) for a licence; the librarian submits a report of all copies we have used. Where we have used a source by a particular author, the author will be recompensed by the CLA.

The CLA has international agreements in place with copyright organisations meaning that institutions with a CLA licence can legally scan works from other countries (more detail on US copyright is below).

ForMission College is committed to complying with UK copyright law and operating within the terms of our CLA licence. As long as institutions are complying with CLA terms and conditions<sup>2</sup> they are protected against any claim. The CLA no longer carry out routine compliance checks of HE institutions. Instead, they have implemented an Account Management and Review Programme.

The CLA licence covers multiple copying for classroom use, not single unrelated copying. Individuals may make copies of books for personal study under “fair dealing”<sup>3</sup> which is a legal exception to copyright. However, this is limited to a very small percentage of the publication (no more than 5%). This exception is only for single use copies and must not be used for groups.

N.B. CLA no longer issue copies of licences, but they do issue a CLA ‘Notice for Display’ which outlines the terms of the agreement. This can be found on display within Head Office and all our hub locations. It can also be found on Moodle here: [HE CLA Notice for Display 2019 - 2022 v2.pdf \(formission.ac.uk\)](https://formission.ac.uk/files/HE%20CLA%20Notice%20for%20Display%202019%20-%202022%20v2.pdf). This notice for display has been extended to July 2024 under the CLA licence extension agreement. The notice can also be found on Moodle here: [HE CLA Licence Extension to 31 July 2024](#)

#### 3.1. Activities

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<sup>2</sup> A full overview of CLA’s Terms and Conditions for Independent Higher Education Institutions can be found here: <https://www.cla.co.uk/sites/default/files/CLA-HE-Licence.pdf>

These terms and conditions are in effect until 31<sup>st</sup> July 2022.

<sup>3</sup> Further guidance to “fair dealing” within the UK can be found here: [Exceptions to copyright - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/exceptions-to-copyright)

- Before selecting readers for the course, it is essential that a) the module writer checks that ForMission owns the desired book or journal issue (this can be done by checking the ForMission Catalogue), and b) permissions are checked for books and journals published in the UK. This can be done by the tutors responsible for course writing or the Learning Resources Manager. Permissions' checks can be done on the CLA website here: [Licences for higher education | Copyright Licensing Agency \(cla.co.uk\)](https://www.cla.co.uk/licences-for-higher-education)
- We are allowed to copy a whole chapter of a book, one whole article from a journal issue, or 10% of the work (whichever is greater). Further details can be found on our CLA Notice of Display (see above).
- Once permissions have been checked, it is the responsibility of library staff to scan the relevant pages of books and journals for the use of the students and staff. The guidance for scanning readers is as follows:
  - Each scanned reader must first have a copyright notice attached detailing the module, title of book and author, ISBN and the pages scanned. Scans also need to be taken of the book front cover and page containing publishing details.
  - Scanned readers must be no more than 10MB in size as Moodle is unable to display bigger files.
  - To comply with Digital Accessibility regulations,<sup>4</sup> all scans must now be done in optical character recognition (OCR) format.
  - The file is saved in this format: *Module Code – Session - Author Surname – Author Initial – Book Title – Page Numbers Scanned*
- The details of all readers must be logged on the CLA HE Digital Record Form which is submitted annually to the CLA. Details include: Course Code, ISBN (or ISSN), Book Title and Author of Extract (N.B. not the editor), Pages Scanned, Journal Year and Volume.
- The librarian is responsible for sending the digital record form to the CLA (this usually occurs at the end of August each year).
- As per the terms of the licence, ForMission must own the book or journal issue that is scanned. Our reader books generally are held in the main ForMission Library at Rowheath Pavilion, in the Core Readers section. If we do not own the books, they need to be at least on extended loan or donated to us. They can be held at other hubs, so long as we can make a fair claim that they belong to the college.
- Articles from the ATLA Database on EBSCO, or reader chapters from eBooks must be made available as links, not PDFs, within the ForMission Study Guides. Permalinks are generated on EBSCO.
- Module writers / librarian must check the permissions for individual websites and downloads. Some authors or websites make publications freely available in which case staff and students can be encouraged to use these. Links can be provided in the Study Guides. The librarian / academic team will check permalinks annually prior to teaching to ensure that permalinks still work.
- Permissions surrounding books published in the USA are stricter, meaning numerous titles are unavailable to us. The CLA works with the Copyright Clearance Centre (CCC) in the USA to make more publications available with permission. If specific US publishers have opted into an arrangement with the CLA, scans and digital material can be copied. This is done on a title-by-title basis, and permissions for individual books need to be checked on the CLA

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<sup>4</sup> Further guidance on DAR can be found on the gov.uk website: <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps>

website. A list of excluded US publishers can be found here: [International Territories - USA content for HE \[exc-usa-he\] | Copyright Licensing Agency \(cla.co.uk\)](#)

There are several alternatives we can consider if obtaining copyright permission for a US book is problematic:

- Find a version of the same book published in the UK where scanning is permitted.
- Check if the author has made any content available on their website or via Google Books / Google Scholar as examples. Content is being made increasingly available by numerous authors and organisations.
- Buy the book as an eBook if it is available.
- Seek out an alternative book or journal and ensure it has permissions.
- Specifically request permission from the author.

### 3.2. Copyright and Overseas-Based Hubs

As overseas hubs are registered partners with ForMission, they are covered by the same terms and conditions of our CLA licence.

Any photocopies or scans made by individuals for personal study (as described in “fair dealings” above) would not be covered by the CLA licence or UK “fair dealings” exception so individuals must abide by the copyright laws of that country. As stated above, multiple copies for groups (including overseas) can be made under the CLA licensing terms (no more than 10% of a publication).

The CLA now covers overseas-based hub students<sup>5</sup> (OBCS) in its reporting. Overseas student numbers will be submitted annually to the CLA by the librarian using the [Optional-OCBS-Coverage-Declaration-Form.pdf](#) This ensures that overseas students are covered by the same licensing terms as UK-based students.

### 3.3. Our Responsibilities

- To ensure full compliance with CLA terms and conditions
- To scan/copy and log permissible readers, and submit to CLA as part of an annual report
- To annually update the CLA with student and staff numbers (including overseas-based students)
- To ensure all staff are kept up to date with and adhering to copyright guidance

## 4. Intellectual Property

Intellectual Property (IP) is a set of legal rights that protect ideas, inventions and information. ForMission values IP for the benefit of those involved in its creation. IP covers but is not limited to, all inventions, designs, journals, books, specifications, research information, data, teaching materials, writing and recordings.

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<sup>5</sup> OBCS guidance from the CLA: [OCBS Guidelines.pdf \(cla.co.uk\)](#)

ForMission owns the IP created by its employed staff. Copies of the college's study guides and other teaching materials, class recordings etc., will not be made available to those outside of a given class, other than at the discretion of the class Tutor or, in exceptional circumstances, the Senior Management Team.

## 5. Using Power Point Slides and Images

### 5.1 Activities

ForMission staff use PowerPoint, images and audio regularly for teaching, facilitation and presentations throughout the academic year. They are also used on additional occasions such as induction, graduation and external speaking events.

#### 5.1.1 Use of PowerPoint

Staff must ensure the use of custom slides in any teaching, facilitation and presentation activities related to ForMission. Template slides can be located on the OneDrive and are advised to contact ForMission Head Office for access.

#### 5.1.2 Use of Images

Staff must not use copyrighted images for any presentation unless they have been given permission. Staff are encouraged to use royalty-free images to avoid any copyright violations. Royalty-free images are widely available on the internet.

#### 5.1.3 Use of Audio

Staff and students regularly listen to worship songs/music as part of their weekly cluster sessions. All worship songs used must be logged on the CLC record which is submitted annually. Staff may not use copyrighted music or audio clips for advertising and marketing purposes. Any audio must be royalty-free. This is widely available on the internet.

## 6. Student Dissertations

As a general rule, copyright of dissertations belongs to the author and ForMission recognises students being the owner of their work.

Students must adhere to the referencing guidelines as set out by ForMission. Students ensure their work is free from copyrighted content (such as images), unless they have permission from the copyright owner.

Year Three BA student dissertations that have received a mark of 60% or above can be made viewable on Moodle for other students and staff to access with permission. MA student dissertations that have received a mark of 60% or above can be made viewable on Moodle for other students and staff to access with permission. If the content matter of the dissertation is deemed sensitive information which may lead to negative consequences if made available, it will not be uploaded for access.

Students will be asked to sign a permission form before their work is uploaded and made available to others.

Dissertations that received a mark of 59% or lower will not be uploaded to Moodle. However, they may be made available on request.

If students do not wish their work to be made available, they will need to contact their respective programme director.

### 6.1 Our Responsibilities

- Ensure students sign permission form before uploading dissertations to Moodle.

## 7. Policy Review

This copyright policy/ToR shall be reviewed by the Quality Manager on an annual basis in September and presented for approval by SMT.

### Appendix 1



## **CCL guidance document for students and staff**

### **Guidance for Staff and tutors when preparing for teaching and learning activities:**

#### **Do**

- Be familiar with ForMission's Copyright Policy
- Upload videos to sites such as YouTube that you have created or are authorised to use
- Keep regular track of songs used and submit them to (named person) for CCL reporting
- Check the permissions for individual websites and downloads (this is to be completed by Module writers / librarian)
- Check permalinks annually prior to teaching to ensure that permalinks still work
- Ensure the use of custom slides in teaching, facilitation, and presentation activities



- Use royalty-free copyright images for any presentation materials

### **Don't**

- Upload videos you have not created to sites such as YouTube
- Use any content in your video materials that is owned by someone else (i.e., music videos, snippets of copyright materials, use of videos created by others, and used without authorisation)
- Use copyright images for any presentation unless permission is granted (staff should use royalty-free images)

### **Guidance for students for learning activities:**

#### **Do**

- Make copies of books (no more than 5%) for personal study under "[fair dealing](#)", which is a legal exception to copyright
- Copy a whole chapter of a book, one whole article from a journal issue, or 10% of the work (whichever is greater). This rule applies to classes not individuals
- Ensure your work is free from copyright content (unless permission is granted from the copyright owner)
- Access Year 3 BA and MA student dissertations (with a mark of 60% or above) which is made viewable on Moodle
- Sign a permission form before uploading and making work available to others
- Contact your programme director if you do not wish your work to be made available
- Sign a permission form before uploading dissertations to Moodle
- Abide by the copyright laws of that country if you are an Overseas-based Hub

#### **Don't**

- Make copies of books of more than 5% for personal study
- Copy more than one chapter of a book, article or 10% of the work
- Make work available to others without signing a permission form
- Upload dissertations to Moodle without signing a permission form

