

Copyright Guidelines for Lecture Recording

This document provides a brief introduction to the legal implications of lecture recording. This does not constitute legal advice but instead provides general guidance.

Summary of the key issues:

Although it may often be legal and acceptable to use certain Copyright protected materials in lectures and seminars, e.g. images in PowerPoint presentations or video clips from commercially available DVDs, it may **not** be legal or acceptable to record the use of these materials unless

1. The copyright period in the material has expired
2. You own the copyright of the material
3. The University of Kent owns the copyright of the material e.g. University publicity material, other learning and teaching resources produced by the University
4. You have specific copyright clearance to use the materials in this way

This is because recording the lecture is classified as making another copy, and is therefore a copyright infringement.

It is important to remember that:

- You are responsible for making sure that your recorded lectures do not infringe copyright
- Both you and the University are at risk from being sued and/or prosecuted for infringing copyright, either within lecture recordings, or uploading materials to Moodle and/or the video streaming service
- Simply placing copyrighted materials within a password protected environment does **not** make it legal – it is still unauthorised copying
- Although it may be legal to use these materials within a class, it does not necessarily make it legal to include them within a recording and/or upload these to Moodle.
- The University of Kent will enforce a notice and take down policy in the light of any proven copyright infringements. This means that if a copyright holder finds their copyrighted material within University content, such as a lecture recording, they can contact the University and the University will remove the content quickly and efficiently. This is often, but not always, enough to satisfy the copyright owner without litigation.

Specific Issues:

Material from your own/colleagues research, including tables and images

Although it may be your work, you may have already signed away the copyright to this if you have had the research published by a journal. Any publishing agreement must be checked to see how the work can now be used. It may be possible to use the pre-print version of the article, including the illustrations. Otherwise it may be possible to request for extracts of journal articles to be scanned by the Library under the CLA licence – contact the CLA scanning service for more details.

Images

Although it is very easy to download images from the Internet and insert them into your presentations, these images will almost certainly be subject to some sort of copyright, and unless you own the



copyright yourself, it is NOT legal or acceptable just to download them and use them in your recorded lectures.

Images are of course a very powerful aid and may often form an essential part of your teaching. Fortunately there are many ways that you can legally use images in your recorded lectures:

- Use images where their copyright has expired
- Many sites e.g. Flickr, allow you to use images subject to a Creative Commons (CC) licence - all CC licences mean the copyright owner must be attributed and there may be other restrictions on its use
- There are an increasing number of Open Educational Resources that allow the use of images in this way
- Create your own
- You can have images from books in the University Library digitised for use in class in conformance with the CLA licence
- Obtain permission to use them from the copyright holder

Video materials

The lecture recording process will only make a very low-grade copy of any videos you show in class via the computer, so this is not a recommended way to make such materials available to your students. These low-grade copies are still subject to copyright however, so please bear the following in mind:

- Commercially purchased DVDs should not be recorded in this way unless you get permission from the copyright holder
- The copyright in videos that you might show from sites such as YouTube or iTunes U resides with the creator of the video, so again you would need to obtain permission directly from them (YouTube or iTunes U cannot grant this on their behalf). Some of these materials may be available for educational use or under a CC licence.
- Television programmes can be recorded off-air to show in class but unfortunately cannot be made available for viewing online off campus under the University's current ERA licence.
- On demand services such as the BBC's iPlayer are not covered by the off-air recording licence so cannot be made available online as part of a recorded lecture.

If you wish to use any of the above in a lecture you want to record, you will need to pause the recording during the video (the easiest option - press F9 on the keyboard to pause and resume), or edit these parts out of the recording later (before making available to students). Where web-based video (e.g. [Box of Broadcasts](#) or YouTube) has been used in a lecture it is preferable to provide a link instead, as your students will then benefit from the video content outside of the lecture. Contact elarning@kent.ac.uk for advice on this.

Sound recordings

Commercially bought audio cd's can be used in class, but should not be included in a lecture recording, so the recording should be paused whilst playing these clips, or these sections will need to be edited out from the recorded lecture later.

Podcasts that you download from the web normally have an implied licence that enables you to copy and use them, as downloading them is a means of copying, so generally speaking you should be ok to use them, unless they have an accompanying statement that precludes their use. As with all these cases, if in doubt – check.



Streamed audio from services such as the BBC Listen Again service may also be used in class but again should not be included in your recorded lectures so must be edited out.

Further Information

For more information about using digital resources in your lectures, consult JISC Digital Media's excellent guide to "**Finding Video, Audio and Images Online**" from the right hand menu (<http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/finding-video-audio-and-images-online/>)

