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Under UK copyright law you are only allowed to copy an insubstantial amount for personal use for the purposes of private study or non-commercial research, but the law does not define insubstantial. There is no magic figure or percentage applied as each case would be viewed on the basis of the perceived importance of the extract rather than simply the quantity.

A Copyright Licensing Agency (CLA) licence allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater.

The licence costs £60 and runs until 31st July each year, regardless of when you actually take it out.

If you want to purchase a licence please send a cheque for £60 made payable to The Third Age Trust.

NB. It does **not** allow multiple copies of maps, charts, newspapers or printed sheet music including the words

Licences for copying maps and newspapers can be purchased from the following organisations if you feel you need them:-

- Ordnance Survey – 08456 050505 www.ordnancesurvey.co.uk
- Newspaper Licensing Agency - 01892 525273 www.nla.co.uk

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright. If you would like help and advice on obtaining copyright clearance you can look at Frequently Asked Questions on The Music Publishers' Association website www.mpaonline.org.uk or contact them on 0207 580 0126.

There is also some free sheet music available on the internet at www.cpd.org.uk and this will give you links to other useful sites.

Digital Images

There is a common misconception that anything on the internet is in the public domain and therefore free to use. A work only falls into the public domain once copyright expires. It may be publicly accessible but it is not necessarily freely available.

Recorded Music

The PPL licence supplied by The Trust gives U3As permission to play recorded music in public.

DVDs/Videos

The Third Age Trust has no blanket licence arrangement with film copyright holders or organisations.

Interest groups are usually covered by an exemption in the Copyright Law which allows the use of videos or DVDs for educational purposes. You can find details in Fact Sheet P -01: UK Copyright Law dated 27th November 2009, which you can download from the website of the UK Copyright Service (www.copyrightservice.co.uk). It lists under acts that are allowed (under the Fair Dealing Exemption) i.e. performance, copies or lending for educational purposes.

This exemption does not allow the viewing of films for entertainment.

Two commercial companies offer licences for showings for entertainment:-

- MPLC 01323 649647 www.themplc.co.uk
- PVSL 0207 9845957 www.filmbank.co.uk

Each company licenses films from different Hollywood studios and independents so some U3As may wish to purchase both.

Most U3As will probably not need a commercial licence but some decide to take it as it will allow them to show films if they want to and some have regular showings of recent cinema releases.

Performance - PRS Licence

This covers the use of the actual lyrics and composed music in any public performance of music.

It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence arranged.

Further information can be obtained from the UK Copyright Service – www.copyrightservice.co.uk