

copyright & licences

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u3a

Introduction



- **What licences does TAT provide and what do they cover**
 - **Some practical examples for u3as**
 - **Copyright enforcement**

u3a

Current Licences



Purchased by the Trust for all u3as, u3as don't need to do anything they are automatically covered.

- Playing music as part of a group, adding music to a slideshow, having background music or radio on at an event or meeting are all covered by this licence.
- Group rehearsing with no audience – no music licences needed but need to be clear if using lyrics or sheet music, we will look at that later.
- Live performance to an audience – PRS live music licence needed – this will be the responsibility of the venue.

The music licence – PPL /PRS

If you want to upload recordings of live performances online you need to check the terms of the platform and if you want to upload videos using copyright music, you will need to contact the rightsholders directly to ask for permission to use their work. If this permission is not granted, they may remove the video for copyright violations.

You can use this website to find the rightsholders: repsearch.ppluk.com If it doesn't come up with any results, it's most likely not in copyright and therefore no licence would be required anyway.

MPLC- motion pictures licensing corporation

Purchased by the trust for all u3as, u3as don't need to do anything they are automatically covered.

Allows audio-visual content (including DVDs, downloads and streamed materials) to be screened in a public location, for example a community hall or in a member's home as part of an interest group, provided admission is not charged.

Need to check what you want to show is covered by MPLC – the list is: <https://uk.mplc.com/our-rightsholders/>

Each u3a needs to purchase a licence through the Trust. The licence runs from 1st August to 31st July each year. The cost per u3a for 2026/27 will be £72. This is significantly discounted compared to buying it on your own.

The licence type is a further education cla licence

u3as need to purchase this licence, it is not automatic, reminders will be sent around July in the committee mailing.

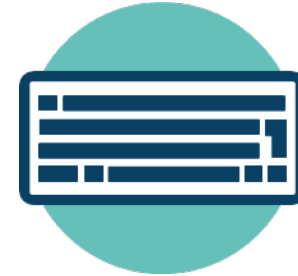
What does the licence cover doing



Photocopy



Photograph



Re-Type



Print



Copy & Paste



Scan

CLA

Your u3a must own or subscribe to the material being copied or re-used, which can include:

digital and print books, magazines, journals and websites for educational and teaching purposes.

if in doubt check- <https://cla.co.uk/resources/tools/check-permissions/>



Exclusions



Workbooks, workcards or assignment sheets

These are publications intended for a student to write on and for once-only use.



Copying not permitted under CLA Licence'

Any publication which includes a notice expressly stating that it may not be copied under a CLA licence. This would normally appear at the front of a publication along with the name of the publisher and the general copyright notice



Printed Music (including the words)

These are publications that consist entirely of printed music. For schools, the Schools Printed Music Licence (SPML) is available to purchase. For colleges, no blanket licence is currently available and so institutions are advised to contact the Music Publishers Association for guidance



Newspapers (print and website versions)

NLA Media Access has appointed CLA as its agent for all UK education licensing. You can find out more about copying from newspapers on CLA's website



Maps and charts

These are publication that consist entirely of maps and/or charts. Charts in this context refers to for example, sea, weather and hydrographic charts. Information about the licensed use of Ordnance Survey products can be found on the Ordnance Survey website

CLA – what can you copy

1 article, 1 chapter or 5% of the total

You can copy whichever of the three options is greater
So if two chapters come to 5% of the book, you can copy both
under the licence.

These amounts apply to digital material as well, but because
things like websites aren't organised in the same way as a print
book use your best judgement to copy reasonable extracts in line
with the above guidance.

CLA- copies

Any member of the group can receive copies made under the licence.

You can make as many copies as you need for the group
The key thing to remember is that the copy must be secure to your u3a group . It should not be shared outside the group or put on a public facing website.

If you produce a newsletter make sure it doesn't contain content copied under the cla licence

You can keep copies for as long as you need them, after which they should be destroyed or deleted. Keep track of old copies you use so that any new copies from the same material don't take you over the 5%.

What is copyright

Copyright is the law that protects people's creative work.

When someone creates an original piece of work and puts it in fixed form copyright protection applies automatically, there is nothing to register or apply for.

A poem written in a notebook is in a fixed form so protected.

A poem someone makes up and recites out loud but is never written down or recorded is not in a fixed form so not protected.

A photograph saved on a phone is in a fixed form so protected.

A sketch drawn in a notepad is in a fixed form so protected.

A song sung in the shower but never recorded or written down, not in fixed form so not protected.



When does copyright expire

The 70 year rule applies to literary, dramatic, musical and artistic works, so things like books, poems, paintings, photographs, songs and music compositions.

The 70 years starts from the end of the calendar year when the author died.

So the copyright for a poet who died in March 1950 would expire on the 31st Dec 2020

If there are multiple authors the copyright expires 70 years after the death of the last surviving author.

If no one knows who created the work the copyright lasts for 70 years from when it was first made available to the public.



Some Practical Examples



Group Handout

A group leader develops a handout for their group on local history. They legitimately use material from a book; this is covered by their CLA licence as it's a small percentage of the book for a defined group of learners for educational use.

The newsletter editor sees the handout and thinks it would be of interest to other people within the u3a so includes it in a newsletter.

This starts to make things complicated, the audience has changed from the people within the group to whoever has a copy of the newsletter so is unlikely to be covered by the CLA licence.

The webmaster uploads a copy of the newsletter to the website. This has now become a problem, putting material on a public website is publishing it to the world and completely different from copies for a specific group of learners. This will not be covered by the CLA licences and may end in the u3a being fined.



Images

The CLA license does cover some illustrations and photographs when they appear within the licensed text, so if you are copying a page from a book or journal and it contains a photograph that will generally be covered.

Photographs or images found online are not covered by the CLA licence and just because they are on the internet does not mean they can be used.

Google images is a search engine not a source of licensed images. Just because something is on the internet does not mean its ok to use.



Images

Just because you are in a photograph or it was taken at a u3a event doesn't mean you can use it.

The basic rule is the person taking the photograph owns the copyright

If it's someone you know getting permission can be as straightforward as asking can we use your photo and them saying yes.

As an aside and on a completely different subject be careful of pictures containing other people because even if you have the photographer's permission you then need to think about UK GDPR, photographs of identifiable people are considered personal data.



Example – Help!

A u3a group want to perform the Beatles song Help at a concert
sounds straightforward...

Here are the things they need to consider....



Example – Help!

Lets look at the different rights in one song

The composition (the song including melody and lyrics) – Help was written by John Lennon and Paul McCartney, the publishing rights have been sold various times and are currently controlled by Sony Music Publishing.

The recording- if you play the original Beatles version through speakers that master recording is owned by Apple Corps/ Universal Music.



Example – Help!

Learning the lyrics...

To legally print copies of the lyrics you would need to get direct permission from the publisher, in the case of Help, that is Sony Music Publishing.

What can you do instead:

Use a smart phone or tablet and go online and visit a reputable lyric website and read the lyrics from the screen. These sites pay for the right to publish lyrics online so you are legitimately using a licenced service, you aren't making a new copy just viewing something that already exists.



Example – Help!

You **can** share the website using a screen or a projector but you **can't** screenshot the lyrics page and add it into a document or type or copy and paste the lyrics into a presentation.

The key question is ...have we in any way made a new copy or are we simply viewing the existing licensed one.



Example – Help!

If the group are planning on playing instruments and need to learn the music.

You can buy licensed sheet music from a site like Musicnotes or Sheet music plus.

You can buy physical printed copies from a music shop.

You can't buy one copy and photocopy it for all the group.

If you want to share a copy onscreen you need to check the terms and conditions of the site you bought it from to check if its for individual use or group use.



one of our members has suggested that we could just put a notice saying “no copyright infringement intended” on our newsletter when we use images. Will that protect us?

No, adding the phrase has no legal standing, copyright is infringed by the act of copying or publishing without permission, good intentions don't change that.



Our u3a film group wants to show a DVD of a classic film at our monthly meeting. Members will pay a small contribution towards refreshments is this ok?

Not all films / studios are covered by the MPLC license so check first that the film you are showing is covered and if it is you can go ahead.



A member offers to play music from their phone at our summer fete is this ok?

Yes, this is covered by the music licence which covers us to play recorded music at group events.

What if we get an email saying we have breached copyright

First check its genuine, scams are so good it can be difficult to tell. Companies like PicRights, PixaBay etc are companies who scan the internet looking for copyright breaches

Our advice would be to take the photo down, if you haven't already done so, and check any other images on your website/in newsletters. It's always worth contacting the company explaining what u3a is, that you're an entirely volunteer led charity, funded by members (with perhaps limited funds) and this was a genuine mistake. Sometimes we have known them to waive or reduce the fine.

Fines are not covered by u3a insurance

Don't do nothing and hope it will go away

Links

<https://genius.com/>

<https://www.azlyrics.com/>

<https://www.musicnotes.com/>

<https://www.sheetmusicplus.com/>

<https://unsplash.com/>

<https://www.pexels.com/>

<https://repsearch.ppluk.com/ars/faces/pages/audioSearch.jspx>

<https://uk.mplc.com/our-rightsholders/>

enquiries to either:

020 84 66 6139

Or

info@u3a.org.uk

Questions...