

Copyright, Intellectual Property, and Licensing Policy

Category	Policy <ul style="list-style-type: none">Copyright and IP
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Related processes or documents	

1. Purpose

This policy sets out the principles and procedures by which Newham Libraries ensures compliance with copyright, intellectual property (IP), and licensing obligations in line with UK law, sector guidance (e.g. CILIP, CLA), and best practice.

2. Scope

This policy applies to:

- All library staff, volunteers, and contractors
- All library users accessing or using library resources
- All materials held or licensed by the library in physical or digital form

3. Legal Framework

The Library adheres to:

- Copyright, Designs and Patents Act 1988, as amended
- Statutory exceptions for libraries (Sections 41–44, 31B)
- Data Protection Act 2018 (when processing user data related to requests)
- Relevant licensing schemes (see Section 6)

4. Copyright and Fair Dealing

Library users may copy or request copies under fair dealing for:

- Private study or non-commercial research
- Instruction or criticism/review (with attribution)

Library staff may:

- Provide single copies under Section 42 (research)
- Make preservation/replacement copies under Section 42A

Conditions:

- A copyright notice will be displayed on photocopiers and digital access points.
- Users are responsible for ensuring their own compliance with copyright law.

5. Assistance for Disabled Users

Under Section 31B, the Library may create or provide accessible format copies of materials for users with a disability, without requiring publisher permission, provided:

- The user has lawful access to the original
- No commercial version is available in the required format

6. Licensing and Use of Resources

The Library holds licences that govern access to and reproduction of content, including:

- CLA Public Library Licence - Copying from books, journals, magazines
- NLA Media Access Licence - Use of newspapers and news websites
- PRS & PPL - Playing music in library spaces or events
- ERA+ Licence (if applicable) - Use of broadcast media for educational events
- Creative Commons / Open Access - Use and sharing of open-licensed digital content

Staff must consult license terms before reproducing, distributing, or adapting any third-party material.

7. Intellectual Property (IP) Ownership

Materials created by library staff as part of their employment are the property of Newham Libraries unless otherwise agreed.

Donated works or local history content will be reviewed for IP status before digitization or display.

8. Training and Awareness

All staff will receive periodic training on copyright and licensing.

Front-line staff will be supported in answering user queries.

Users will be signposted to CILIP's copyright guidance or relevant authorities as needed.

9. Compliance and Breaches

Staff must report any suspected infringement or licensing breach to the library manager.

Breaches may result in disciplinary action or legal consequences.

10. Review

This policy will be reviewed annually or in response to significant changes in legislation or licensing terms.