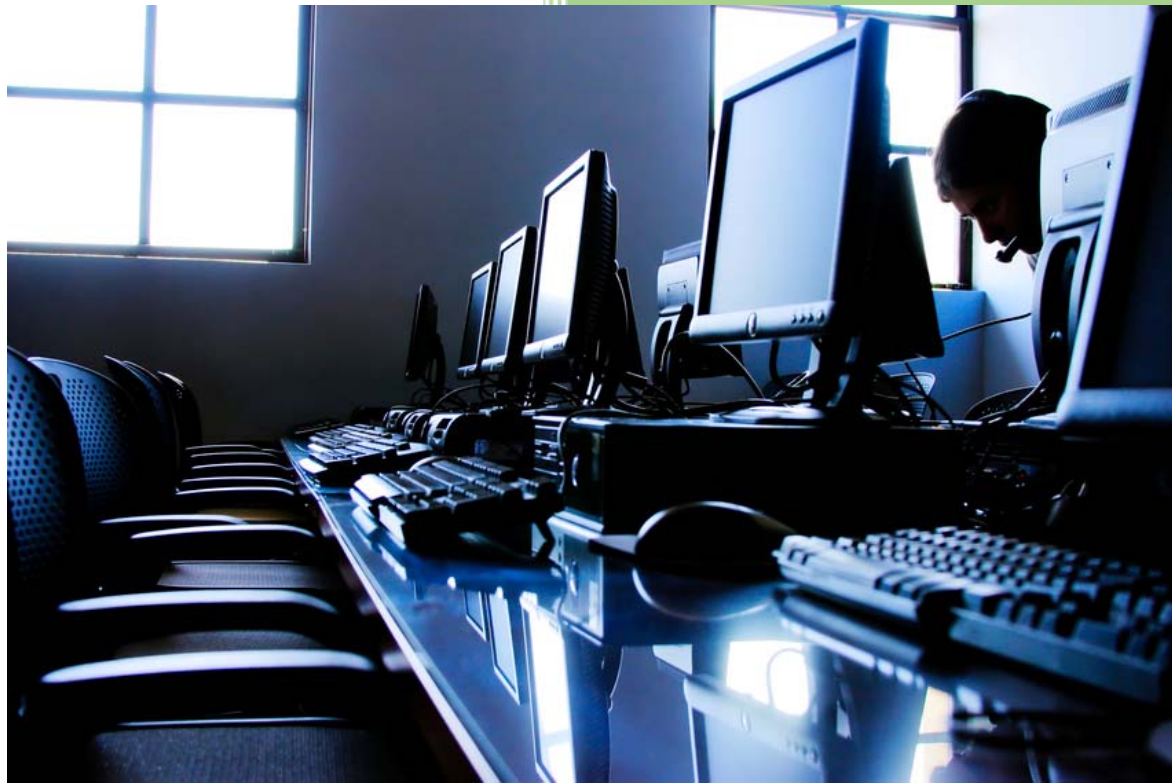


Copyright Guidelines for ICT Resource Users

Document Reference and Version No	ICT Copyright v1
Purpose	These guidelines are to make IADT ICT Resource users aware of the copyright when using these resources
Commencement Date	February 2016
Date of Next Review	March 2019
Who needs to know about this document	All Staff, Students and external parties using the Institute's ICT Resources
Revision History	First Version
Policy Author	ICT Manager
Policy Owner	ICT Manager
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Context

In about the year 500AD, St Colmcille borrowed a book of the Gospels from St Finnian of Maigh Bhile and secretly copied it. On realising what had been done, Finnian demanded the return of the book and also the copy. Colmcille objected, saying that the copy was his. The matter was referred to Diarmaid mac Cearrbheoil, the high king. His judgement was le "gach bó a buinín agus le gach leabhar a chóip", to every cow her calf and to every book its copy

1.0 Overview

The ICT Acceptable/Appropriate Usage Policy (AAUP) specifies each IADT ICT Resource user is responsible for their use of technology be it on or off campus and when accessing IADT ICT Resources remotely. Therefore, users need to familiarise themselves with current Copyright legislation to ensure that their activities are not infringing /breaching Copyright legislation for:

- Original literary, dramatic, musical and artistic works (Classical Copyrights);
- Broadcasts, Film, Sound recordings, Performances;
- Reprographics /Photocopying/Printing/Scanning;
- Computer software;
- Database licensing contracts.

This guide outlines the Institute's requirements for acceptable use when dealing with copyrighted material of any kind. This guide is linked to IADT's ICT Acceptable/Appropriate Usage Policy and to Copyright law as covered in the [COPYRIGHT AND RELATED RIGHTS ACT, 2000](#)¹.

2.0 Scope

These guidelines apply to all users of IADT ICT Resources. The guidelines also apply to all technologies used by IADT users which includes photocopiers/printers, scanners and mobile devices.

3.0 Copyright Guidelines for ICT Resource Users

Because of the ease with which software and electronic information can be copied or transmitted, users need to be extra vigilant to ensure that their activities are not infringing copyright or in breach of software or database licensing contracts. Users should be aware of the following:

- Software and digital information including data, text, images, audio and video are covered by the [COPYRIGHT AND RELATED RIGHTS ACT, 2000](#).
- Anyone running a server needs to be particularly careful with regard to copyright since in most cases they will be transmitting material to large numbers of users.
- Most of the material on websites and on systems such as Blackboard is covered by copyright. Website owners should ensure that they have copyright clearance for any material which is not their own original material.

¹ <http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>

- When using peer-to-peer (P2P) systems such as Bit Torrent, Napster, Gnutella, etc., your PC effectively becomes a server which can be accessed by others over the network. They can then copy audio files or other material from your PC. Users of such systems have a responsibility for ensuring that they are not violating copyright through downloading material (songs etc.) or through allowing others to download from their PC.
- Copyright owners such as music companies, publishers etc. are constantly scanning the Internet in search of illegal copies of their material and they uncover a significant proportion of it.
- Company logos are normally covered by copyright so one should exercise caution before reproducing them on a website.
- In some exceptional cases, hyperlinks can be subject to copyright e.g online newspaper items.

4.0 Copyright Guidelines for Reprographics

The guide is to act as a reminder of the limits to the photocopying of copyright material permitted under the Licence granted to IADT by the Irish Copyright Licensing Agency Limited² (“the Licence”).

If you need to know or learn more about IADT's reprographics copyright licensing please contact IADT's Head of Library Services.

4.1 What material may be copied?

The ICLA Licence allows copying for immediate use. Extracts from books, journals and periodicals published in the territories specified in the Licence, PROVIDED THAT the extract does not exceed

- one complete chapter or 5% of a book, whichever is the greater;
- one article from a periodical or journal;
- the whole of a short story or poem not exceeding 10 pages in length from an anthology;
- the equivalent amount of a digital publication that is organised in a non-traditional manner.

4.2 What material may not be copied?

- Items specifically excluded from the Licence <http://www.icla.ie/index.php?index>;
- Printed music;
- Newspapers;
- Maps, charts, books of tables;
- Artistic works and other visual material which is not essential to an understanding of the text;
- In-house journals, and privately prepared teaching materials.

To learn more about Irish copyright laws and reproduction rights visit <http://www.icla.ie/>

² <http://www.icla.ie/>

5.0 Further Information

If you have queries in relation to these guidelines, please contact:

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Dun Laoghaire Institute of Art Design and Technology

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