Keep your copying legal!

You must comply with UK copyright law when copying material in the SOAS Library. If you use our self-service photocopiers, you are responsible for ensuring that you do not infringe copyright. This poster provides general guidance on how to keep your photocopying legal.

1. Photocopying under the CLA Higher Education Trial Licence

SOAS has a licence with the Copyright Licensing Agency which allows SOAS students and staff (but not external users of the Library) to make photocopies of extracts of copyright protected printed books, journals and magazines, in line with the limits and conditions set out below.

Copying is limited to (whichever is the greater):

- Up to 5% or one chapter of a book.
- Up to 5% or one article from a single issue of a journal or magazine.
- Up to 5% or one report of one case from a report of judicial proceedings.
- Up to 5% or one paper from a set of conference proceedings.
- Up to 5% of an anthology of short stories or poems or one short story or one poem of not more than 10 pages.

Copying is allowed where material has been published:

- In the UK or in any of the “mandating territories”: Argentina, Australia, Austria, Canada (including Quebec), Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Jamaica, Luxembourg, the Netherlands, New Zealand, Norway, Republic of Ireland, Singapore, South Africa, Spain, Sweden and Switzerland.

The CLA licence does not allow you to copy:

- Printed music.
- Maps, charts or books of tables.
- Newspapers.
- Unpublished works.
- Industrial house journals.
- Works published outside the UK or the “mandating territories”.
- Works by US publishers who are not on the CLA’s list of participating US publishers.

2. Photocopying under “fair dealing”

SOAS students and staff and external users of the Library may also photocopy under the concept of “fair dealing” set out in the Copyright, Designs and Patents Act. This can include works not covered by the CLA licence. However, it is much vaguer than the licence. For “fair dealing” to apply, you must ensure that:

- You produce no more than a single copy for your own personal use. E.g. multiple copying by teachers for students is not permitted under “fair dealing” (but is permitted for works covered by the CLA licence).
- The copying is for non-commercial private study or research. E.g. if you are an external user carrying out research for a fee or for your employer, you cannot copy under “fair dealing”.
- You acknowledge the source of the copy, by recording the name of the author and the title on the photocopy if this is not already included, and citing the author and title in any subsequent quotation.
- You do not copy an “unfair” proportion of the work. There are no defined limits, but the amount that may be copied is usually accepted to be:
  - Up to 5% or one chapter of a book (whichever is greater).
  - One article from an issue of a journal or a periodical (e.g. a newspaper).
  - Up to 10 pages of a poem, short story, or other short literary work, taken from a volume of short stories or poems.
  - Up to 10% (maximum 20 pages) of a short book, report or pamphlet.

3. Further information

For further information on copyright and the CLA licence, please contact the Data Management Officer (email to copyright@soas.ac.uk or telephone 020 7898 4150). Last updated February 2008