




Edge Hill University

eShare Staying Legal: IPR and copyright guidance

Learning Services

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Staying legal in Learning Edge (Blackboard 9.1) and eShare

Intellectual Property Rights and Copyright Guidance

Introduction

These guidelines will provide a framework with links to other resources which will help you to stay on the right side of the law in relation to copyright and intellectual property rights whether depositing/ uploading materials to eShare or the university virtual learning environment (VLE) – Learning Edge. eShare is designed to be an online home for teaching and learning resources and enables staff to share resources which they have created. The benefits are that you can link to material in eShare from a number of locations such as modules in the VLE and web pages allowing you to only have to keep one version up to date. These guidelines have been produced to make sure that you follow good practice when uploading resources to eShare or the VLE and using other people's material in your teaching resources.

Resources created by you

When you create a resource or other material which is recorded in some way then copyright exists in that material. In effect as an author or creator of a work you generally own the copyright. At the university your contract of employment sets out copyright and intellectual property rights for materials created whilst you are employed at the university. It is useful to familiarise yourself with this information.

When depositing/ uploading material to eShare one of the benefits is that you can share that material with others and where permitted you may also be able to re-use or adapt existing material which others have deposited. Material deposited in eShare can be granted different licenses which are determined by you under the [creative commons licenses](#). This provides simple, straightforward licenses from which you can choose when uploading a resource. The licenses allow you to choose from 6 licenses and provide different levels of permission to use or reuse material. The licenses allow you to specify that you want your material to be used for non-commercial use or not, and then also to allow derivative works or not.

Resources created by EHU staff

When you are uploading resources to eShare or the VLE created by colleagues at the university, you need to ensure that you have their permission to do this. In the resource page, please include the names of all the members of staff that created it and are therefore the authors of the resource.

If your resource contains any material which was created by someone outside the university, please check carefully to make sure that you are permitted to use the material.

Published material

e-resources

All the e-resources to which Edge Hill University has access can be found in the library catalogue. If you want to link to an eJournal title or eBook from within your course content, then you will need to use the persistent url which can be found on the catalogue page for each eBook and each eJournal (at title level) A persistent url looks like this:

<http://library.edgehill.ac.uk:80/record=b1117071~S1>

By linking to a persistent URL your students will be able to gain access when working off campus.

Linking to a specific journal article

It is against our licences to upload electronic journal articles into eShare or Blackboard. You must link out to the publishers' websites. Most of the publishers we use have instructions on how to link to an individual article – look for the words “permalink” or “linking options”. It is important that you go through the library catalogue when creating these links. If you go through the library catalogue, our proxy server address will be included in the URL – this will mean the article(s) can be accessed off campus. Do not just copy/paste the URL which is in the address bar because often that URL is only there for that session and will not work the next time.

Journals only available in print

Although many of our subscriptions are in e format, you may find that some older articles are only available in print. You must not scan these articles and upload into eShare. We have a licence from the Copyright Licensing Agency which allows library staff to digitise an article and make it available to students studying a specific module for the length of the module. The terms and conditions of this licence are strict and only designated people working in Learning Services are allowed to create the files. Do email digitisation@edgehill.ac.uk with your requests. We can also digitise book chapters which are not available electronically under the same licence. The normal copyright rules of one article per issue or one chapter in a book apply.

Materials taken from the Internet

When using material from the internet you should check the information on there about the terms and conditions under which the material may be used; you should read through and abide by these terms and conditions. It isn't always obvious or easy to find this information. Non-UK websites may give copyright advice which does not apply in the UK, so you need to be mindful of this. There are cases where some websites contain material which has been illegally copied; these websites may give misleading advice about how the material may be used. If there is no clear copyright information, then you should not include it in teaching resources or upload it to eShare. It may be worth contacting an author to ask for permission to use material, stating clearly what purpose and how you wish to use it and you may then get a response giving permission to use it.

Material from other institutions

If you want to include teaching material created by others, please check that you have permission from the person who created the resource; you may also need permission from the institution where the material was created.

Multimedia material

Audio

You may include recordings of your lectures in resources you upload to eShare.

You should not upload copyright audio material (eg music recordings) to eShare or include it in your teaching resources.

Images

Images and diagrams which you have created or photographs you have taken can be added to eShare and included in resources. It is not acceptable to use images which have been scanned from books and journal articles. Contrary to popular belief images on websites are protected by UK copyright law. If you wish to use images from a website you should check the information on there about the terms and conditions under which the material may be used; you should read through and abide by these terms and conditions. It isn't always obvious or easy to find this information. Non-UK websites may give copyright advice which does not apply in the UK, so you need to be mindful of this. There are cases where some websites contain images which have been illegally copied; these websites may give misleading advice about how the images may be used. If there is no clear copyright information, then you should not include it in teaching resources or upload it to eShare. It may be worth contacting an author to ask for permission to use images, stating clearly the purpose that you wish to use it for and you may then get a response giving permission to use it.

JISC Digital Media have produced an interactive tutorial [Internet for image searching](#), which provides further advice and guidance.

Video

Video recordings of your lectures can be included in resources. Links to video files you have found on the Internet (e.g. YouTube) can be included, but you should not use software to download the file itself from websites such as YouTube.

Linking to resources

If you find a useful resource on the internet, you may wish to link to it. This would be a way of providing access to resources which otherwise would not be available because of copyright restrictions. We would advise that you contact a site before creating a hyperlink to it and to link to the home page rather than deep linking.

Further advice

If you need any further advice or guidance on copyright or intellectual property rights then please email: copyright@edgehill.ac.uk

The JISC Web2Rights project have developed [interactive tools](#) which may help you in navigating through the intellectual property rights when developing content.

In addition there is a tool which helps you assess risks in relation to copyright and IPR – the [OER IPR Support Risk Management Calculator](#) .