

## Copyright Guidelines for use of Library Resources in CIT Library (Updated June 2018)

Copyright is the legal term, which describes the rights given to authors/creators of certain categories of work. Copyright protection extends to the following works:

Copyright protection is automatically applied to any type of expression of ideas or facts, translated to permanent form such as the following:

- Original literary, dramatic, musical or artistic works
- Sound recordings, films
- Broadcasts
- Typographical arrangements of published editions
- Computer programmes
- Original databases

Copyright law in Ireland is regulated primarily by the Copyright & Related Rights Act, 2000 and the full document can be viewed at the following [link](#).

Copyright infringement involves the use of works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work. An infringement of copyright is punishable in accordance with the [2000 Act](#).

### Disclaimer

Please note that these notes in relation to Copyright are only intended as guidelines for CIT Students & Staff and are an interpretation of current copyright issues. They should in no way be interpreted as being definitive and should not be construed as legal advice.

CIT Students & Staff should consult the full [Copyright & Related Rights Act, 2000](#) for full details on Copyright when using library resources.

All library resources should be clearly referenced by referencing the copyright holder and the source when compiling your own work. It is the responsibility of the end-user to comply with copyright law. Full details on referencing can be found at the following [link](#).

### Individual Research and Private Study:

- **Books:** Not more than 5% or 1 specific Chapter (whichever is greater) should be copied.
- **Journals:** Not more than 1 Article should be copied from a Journal

Within these limits, you can make only one copy for purposes of private study or research. The making of multiple copies from Copyrighted material is illegal.

## Teaching Materials

Sections 53 to 58 of the 2000 Act specifically refer to exemptions in the context of educational purposes.

Exemptions include the following:

**Material intended for instructional usage:** There is no quantitative limit in such circumstances but please note that such copying may **not** be reprographic (i.e. photocopied or scanned) - the content has to be, for example, retyped.

**Examination Papers:** reprographic copying (photocopying or scanning) is permissible without limit in setting and communicating questions to candidates, with the exception of reprographic copying of musical works.

**Reprographic Copying:** Copying of this type must be used for educational purposes only. Acknowledgements must be given and no more than 5% of a work of a work can be copied in any calendar year. Please note that this 5% is an institutional limit and does not apply solely to the individual carrying out the copying.

## Copyright & E-Resources:

When using CIT Library E-resources, CIT staff & students can generally

- Search and retrieve items
- Print and/or download individual items for personal use for teaching, learning and research

However in most cases, license agreements with various E-Resource providers will not allow you to do the following:

- Download substantial parts of a database or the complete contents of a particular publication title.
- Allow you to make multiple copies of material printed or downloaded from E-Resources.
- Distribute Copies of material sourced from E-Resources.
- Remove proprietary markings or copyright statements from material printed or downloaded from E-Resources.
- Use E-resources for any commercial purposes

## Copyright and Institute Virtual Learning Environment (*Blackboard/Canvas*)

It is illegal to upload downloaded electronic materials directly into the Institute VLE, unless the publisher/distributor specifically permit this. Examples of these include online journal article PDFs, e-books or full text reports from databases etc.

We recommend that you instead link directly to these items on their own sites from within the VLE.