



# Schools and Further Education





# The Copyright Licensing Agency

## Who is CLA?



The Copyright Licensing Agency is a not-for-profit organisation set up by authors and publishers to allow the re-use of their work, without having to seek permission. We represent the rights of authors, artists and publishers and protect the value of their creativity. Our licences allow legitimate re-use of published material such as ***books, journals, magazines and websites as well as short stories, poems or plays taken from an anthology. This includes both print and digital formats and is often referred to as content. Some institutions are also licensed by NLA for the re-use of newspapers and CLA collects this data on their behalf.***

# Royalties Data Collection

## Why is the Copyright Licensing Agency here?

We are collecting data to identify the copyright material that is being re-used in your institution. Based on this information, we then **distribute royalties to those creators** in a fair and transparent way. All our licensees, and staff thereof, are obliged to provide CLA with the details requested under the terms & conditions of their CLA licence.



***Data is collected online using CLA's My Content tool***

# Royalties Data Collection

## What do we mean by royalties data?

This is the information CLA needs to pay royalties to the creators of the publications which have been re-used in some way, as opposed to being bought. We need to be able to identify the publication – ideally with an ISBN or ISSN – and to understand how much of it was copied as well as how many people it was shared with. The quantities are important as this determines how much royalties someone will be paid. A single book page might be worth £5 but if you gave a copy of that page to a class of twenty, it is now worth £100 in royalties.

***You don't have to be re-using something from an original publication either so if you have a favourite handout you give to students every year, it should still be recorded as data if it includes any sort of published material.***

# Royalties Data Collection

## What do we mean by re-use?

This simply means sharing published material with others such as your students or colleagues. *The most obvious types of re-use are copying and scanning at the copier. It also includes uploading to VLEs/platforms such as Google Classroom & Moodle, pasting text extracts into a document, sharing digital images taken on a mobile device, retyping published text, etc.*



Re-type



Photograph



Copy & Paste



Scan



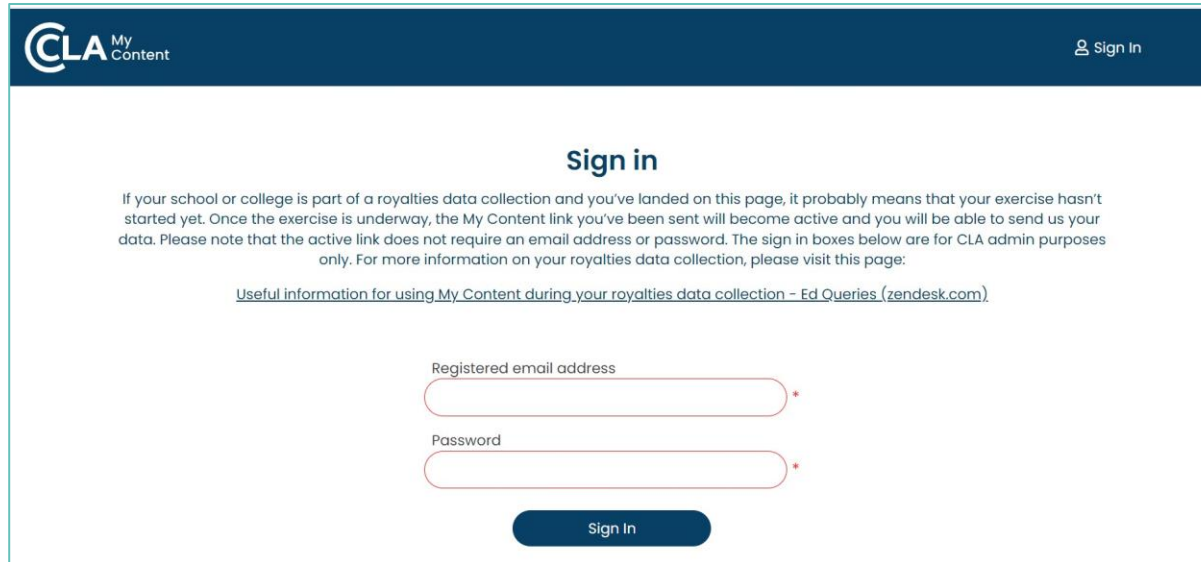
Photocopy



Print out

# What you need to do – My Content

A unique link for all staff will be sent by email before the exercise actually starts. ***There are no user-names or passwords so if you click on the link and see a holding screen like this, it means it isn't live yet.***



The screenshot shows the My Content sign-in interface. At the top left is the 'CLA My Content' logo, and at the top right is a 'Sign In' link. The main heading is 'Sign in'. Below this is a paragraph of text explaining that the link is inactive because the exercise hasn't started yet. A link is provided for more information: [Useful information for using My Content during your royalties data collection - Ed Queries \(zendesk.com\)](#). There are two input fields: 'Registered email address' and 'Password', both with red asterisks indicating they are required. A dark blue 'Sign In' button is positioned below the fields.

The link will come from [no-reply@mycontent.cla.co.uk](mailto:no-reply@mycontent.cla.co.uk) so please add this email to your list of safe senders and save the link itself to your favourites or desktop. ***When opened the link's URL starts with [mycontent.cla.co.uk](https://mycontent.cla.co.uk) and the landing page features the name of your school or college.***

# What you need to do – My Content

Sending your data online is easy with the My Content tool. Each time you re-use published material from a book, magazine, etc. you should open the unique link and:

- ✓ **Select *Submit Copying Information*** to tell us what you copied or scanned and the type of resource used. You can enter the details manually or use the *Find* option for a list of more widely used titles.
- ✓ **Select *Next*** to tell us how the material was used and how many students or colleagues it was shared with.
- ✓ **Select *Submit*** to send us your royalties data.

If you're submitting a URL for a website, please include the address of the page you copied from, rather than the search results you browsed through.



# My Content Tool – Submit Copying Information page

Enter the ISBN/ISSN/title/URL in the **Tell Us What You Copied** field, then select the type of publication used from the drop-down menu. You can either search for the details of the content you used (books only) using the **Find the details** button or enter these manually if you cannot find the relevant title. Please note that only the most popular books are listed. For websites, enter the URL e.g. [www.cla.co.uk](http://www.cla.co.uk).

### What you copied

Work identifier:

Type of work:  \*

Title:  \*

Author:

Publisher:  \*



Work identifier is the ISBN/ISSN if available

# My Content Tool – Submit Copying Information page

Once you've told us how your copies were used, including the number of people shared with and pages copied, just click **Submit**. When recording a URL, page numbers are not required. *Please make sure you submit all data via your unique link and not the demonstration site.*

### How the work was used

Number of recipients:  \*


How work was distributed:  \*


Which pages you copied:  OR Number of pages you copied:


# Example of My Content Posters

Scan to send your data to CLA


## Tell us what you copy

- 

Log on to the CLA My Content system using the link provided by your school or college. There are no usernames or passwords.
- 

Enter the identifying details of the publication you have used. This helps us to ascertain who we should pay royalties to.
- 

Tell us the number of pages and copies made. This helps us to ascertain how much the creators should be paid.



Scan to send your data to CLA

## Your Licence to Copy

Your CLA Education Licence lets you photocopy, scan and share extracts from digital and print books, magazines and some websites.



**1 article, 1 chapter or 5% of the total - whichever is greater**

We're currently collecting data at your school or college in order to help us reward the creators whose work you have used.

Please remember to record all copying, scanning and digital re-use on the CLA My Content system.

You can find out more from your own Licensing Co-ordinator or visit: [www.cla.co.uk/licencetocopy](http://www.cla.co.uk/licencetocopy)







## ***Thank you for helping us to support the rightsholders***

Thank you for making the process so easy with all the pre-prepped literature – that made a huge difference! I should also say the instructions were very clearly set out and easy to follow, which is so important when staff are so busy. I made sure I sent out all of the reminders so hopefully that helped a lot!

### **Bryanstan School**

The process has been much easier than expected so thank you for that and for all the work you're doing to make sure authors, publishers and artists are rightly rewarded.

### **Collingham Lady Elizabeth Hastings School**

If I'm really honest, this has been such a worthwhile exercise for us and as a school, we are much more mindful about what we are copying. Our staff have been great.

### **Perry Hall School**

Thank you for all your support and kindness throughout the process; it was very much appreciated.

### **Wickham School**



**Copy, Right**

