**Copyright questions and answers - book chapters**

1. If you wrote the chapter as part of your employment at GCU, and it is unpublished, then GCU owns the copyright. GCU are happy for you to publish the article as part of their contribution to academic research.
If you wrote the article in your own time using your own equipment, and it is unpublished, then you hold the copyright. This means that you can use or share it freely.
You should consider what your overall aim is with the piece, if you want to submit it for publication at a later date, publishers may not view it favourably if it has appeared on the open web.
If you wrote the article while in the employ of another university or employer, then you should check with them to clarify who holds the copyright and what uses they allow you to make of it.
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. Just because you wrote a book chapter, it does not mean that you are the copyright holder. You may have assigned copyright to the publisher as part of the publication process. If this is the case, you will have signed an agreement with the publisher (usually called a **Copyright Transfer Agreement - CTA**) which outlines who owns the copyright and what you are allowed to do with the article. Sometimes you may have retained the copyright by signing an **Exclusive Licence to Publish**; again, you should check carefully what you are allowed to do. In either case, if the agreement you signed does not cover your required use, then you must ask permission from the publisher.
If you did not sign an agreement as part of the publication process, you probably still own the copyright and you are free to use it as you wish. If you are in any doubt and would like further help, contact the copyright team on copyright@gcu.ac.uk
3. If you want to upload an item that you have written onto GCULearn where access is restricted by login, or create paper copies for GCU use, your Copyright Transfer Agreement (CTA) with your publisher will usually allow this as closed access educational use.

If your CTA does not allow these uses, then the Copyright Licensing Agency (CLA) licence (<http://he.cla.co.uk/your-he-licence/your-he-licence/about-the-cla-higher-education-licence-2/> ) permits this through two routes:

* If GCU subscribes to an electronic version of the item, you can add a link - instructions at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/>
* If not, then you should apply to have the chapter digitised by the scanning service. You can do this using our online request form at <http://www.gcu.ac.uk/library/servicesforstaff/scanning/requestascan/> .
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
1. If you want to share your chapter on an institutional or subject repository, then upload the Author Accepted Manuscript (AAM) or post-print version - this is the version that does not include any copy editing such as page numbering and publisher’s logos. At GCU the repository team will check the permissions and any embargo periods for uploads to the institutional repository. If you want to upload to an external subject or other repository, you should check the Sherpa Romeo site at <http://www.sherpa.ac.uk/romeo/index.php> before you upload. This site allows you to view a summary of publishers’ copyright policies and self-archiving permissions. The site will specify which version of a chapter you can upload. If you would like further advice then contact our repository team on repository@gcu.ac.uk . More details are available on our REF 2021 page at <http://www.gcu.ac.uk/library/servicesforstaff/ref2021/> .
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. Open access books are usually published under a Creative Commons <http://creativecommons.org/> (CC) licence. These licences make it clear what you can and cannot do with a chapter. More information is available on our web page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/> .If the book does not use the CC system, check the terms and conditions on the website. If you can’t find this information, then contact the publisher. Best practice when sharing a chapter or book with your students is to link out to the actual item from GCULearn. If you can’t find any information on the website, then contact copyright@gcu.ac.uk for further guidance.
3. Check what kind of uses you are allowed to make of the chapter. You will usually find information on the inside covers of paper books or in the Terms and Conditions section of the individual ebook or publisher’s website. In general ownership allows the item to be used only for personal, non-commercial research.

If you want to make a chapter available on GCULearn then check if GCU has a subscription to the ebook. Instructions on adding links are available at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/> or use the scanning service. Instructions and an online form are available at <http://www.gcu.ac.uk/library/servicesforstaff/scanning/> . If we do not have the item in stock, then request a scan and arrangements will be made to purchase a copy which can then be scanned, or an ebook version of the title. Only one chapter from a book or no more than ten percent of a published work, whichever is greater, can be scanned.
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
4. Standard Inter-Library Loans (ILL) are restricted to personal use only which includes use for personal, non-commercial research. These items should not be shared in an online environment such as GCULearn. If you want to share an ILL on GCULearn, then you should apply via the scanning service. You can do this using our online request form at <http://www.gcu.ac.uk/library/servicesforstaff/scanning/requestascan/> . Only one chapter from a book or no more than ten percent of a published work, whichever is greater, can be scanned.
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
5. If you want to use a chapter from a GCU library book for an external use, such as commercial research or sharing outwith the university, then you will need permission from the publisher. Contact our copyright team on copyright@gcu.ac.uk - they can check the details for you. In your email tell us what kind of use you want to make of the chapter, such as commercial or non-commercial research, plus details of the book, and we will advise you further.
6. The Copyright Licensing Agency (CLA) licence (<http://he.cla.co.uk/your-he-licence/your-he-licence/about-the-cla-higher-education-licence-2/> ) allows you to:
* Make photocopies of book chapters for your students. If the source material is a print book, then you can make photocopies. Alternatively you can have the chapter scanned and add links from GCULearn. Instructions and an online form are available at <http://www.gcu.ac.uk/library/servicesforstaff/scanning/> .
* If the book is in print format, you can use our scanning service to create a digital copy which can be linked to from GCULearn. Instructions and an online form are available at (<http://www.gcu.ac.uk/library/servicesforstaff/scanning/> )

If you would like further help, contact the copyright team on copyright@gcu.ac.uk

1. If the source material is an ebook, then you should always link directly to it from GCULearn. Some providers have Digital Rights Management (DRM) software which does not allow multiple printing <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/> so it is simpler to provide links for the students. If you only want to link to one chapter of the book, then the CLA licence permits you to request a scan and link to it for ease of access.
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. The majority of content on Google books is not set up for educational use, it is available on a single user purchase basis. However, they do have the library project. This aims to make available information and snippets from some books. If a book is out of copyright, they make the full text available online. You can search for these titles on their advanced search page using the full view only button at <https://books.google.com/advanced_book_search> You can then link out to the individual books from GCULearn on a web page.

For other providers, check the terms and conditions of the website, these are usually provided as a link at the foot of the page. The book may be made available under a Creative Commons <http://creativecommons.org/> (CC) licence. These licences make it clear what you can and cannot do with a chapter. More information is available on our page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/> If no licence information is available, you can try contacting the editor of the page.

If none of this information is available on the website, it is better not to use it. Check the library catalogue to see if we have the title in stock. If we do, and it is a print copy, we would recommend using the scanning service <http://www.gcu.ac.uk/library/servicesforstaff/scanning/> and adding the link to GCULearn.
If GCU subscribes to an ebook, you can add a link from GCULearn - instructions at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/> Best practice when sharing a book chapter with your students is to link out to the ebook from GCULearn rather than printing multiple copies.
If a copy is not in stock, then you can order it using our online form at <http://www.gcu.ac.uk/library/servicesforstaff/suggestlibraryresources/selectingandorderingbooksandebooks/>

If you would like further help, contact the copyright team on copyright@gcu.ac.uk