**Copyright questions and answers - Journal articles, additional texts**

1. If you wrote the article as part of your employment at GCU, and it is unpublished, then GCU owns the copyright.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 or make it available online 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If you wrote the article in your own time using your own equipment, and it is unpublished, then you hold the copyright.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 an article, 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**) 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 for a copyright cleared ILL. Apply via the scanning service. You can do this using our online request form at <http://www.gcu.ac.uk/library/usingthelibrary/inter-libraryloan/> , but mark on the form that you want a copyright cleared copy.

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

1. If you want to share your article on an institutional or subject repository, then upload the Author Accepted Manuscript (AAM) or post-print version, this is the version which 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 you. If you also 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 an article 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 2020 page <http://www.gcu.ac.uk/library/servicesforstaff/ref2020/>
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. Open access articles are usually published under a Creative Commons <http://creativecommons.org/> (CC) licence. These licences make it clear what you can and cannot do with an article. If the journal does not use the CC system, check the terms and conditions on the website. More information is available on our web page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/> If you can’t find this information, then contact the publisher. Best practice when sharing an article with your students is to link out to the actual item from GCULearn. Instructions for adding links to GCULearn are available at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/>
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
3. Check what kind of uses you are allowed to make of the material. You will usually find information on the inside covers of paper journals or in the Terms and Conditions section of the journal or publisher website. In general, personal subscriptions only allow the item to be used for personal, non-commercial research. Personal subscriptions do not allow the item to be shared in an online environment such as social media or GCULearn. If you want to share on GCULearn, then check if GCU has a subscription to the journal. Instructions on adding links are available at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/>

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

1. 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 social media or GCULearn. If you want to share an ILL on GCULearn, then you should apply for a copyright cleared copy. Apply via the scanning service. You can do this using our online request form at <http://www.gcu.ac.uk/library/usingthelibrary/inter-libraryloan/> but mark on the form that you want a copyright cleared copy.
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. If you want to use an article from a GCU electronic or print resource for an external use, such as commercial research or sharing outwith the university, then you will probably need permission from the publisher. If it is an open access article (this can be shown by a small open padlock or other icon), then check the terms of the licence. You may be able to make it more widely available. If you are still unsure, contact the copyright team on copyright@gcu.ac.uk - they can check the licence for you. In your email tell us what kind of use you want to make of the item, such as commercial or non-commercial research, and we will advise you further.
3. The Copyright Licensing Agency (CLA) licence allows you to make physical copies of journal articles for your students. If the source material is a print journal, then you can make photocopies. If the source material is an ejournal, then you can print copies for your students. If you wish to provide copies to a large number of students, then you should consider linking to the article instead. Best practice when sharing an article with your students is to link out to the actual item from GCULearn. For instructions see our page at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/>
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
4. You are permitted to link to an ejournal, see our web page at <http://www.gcu.ac.uk/library/servicesforstaff/embeddinglinksingculearn/> for instructions. If the journal is in print format, use our scanning service to create a digital copy. 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