**Copyright questions and answers - audio files**

1. 1.1.2 If you created the audio file as part of your employment at GCU, and it is unreleased, then GCU owns the copyright. GCU are happy for you to use the file as part of their contribution to academia.
If you created the audio file in your own time using your own equipment, and it is unreleased, 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 release it at a later date, production companies may not view it favourably if it has appeared on the open web. If you want to share the audio file widely, then you can make it available as an Open Educational Resource (OER) and assign a Creative Commons (CC) licence which allows you to specify exactly what uses you will allow to be made of your creation. More information is on our webpage at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/creatingcontent/> GCU has an official interim policy on Open Educational Resources which clarifies the university’s position on the creation and sharing of OERs <http://www.gcu.ac.uk/media/gcalwebv2/library/content/pdffiles/GCU-Interim-Open-Educational-Resources-Policy-Approved.pdf>

If you created the audio file 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. 1.1.1.2.1 Just because you created an audio file, it does not mean that you are the copyright holder. You may have assigned copyright to a third party such as a publisher or website owner 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. 1.1.1.1 If you or GCU own the copyright of the audio file, then there is no problem in linking to it from GCULearn.
If you want to use a file that you have created, but which has been released elsewhere, on GCULearn or edShare, where access is restricted by login, then this may also be covered by an educational exception to copyright law. This allows the use of an item for teaching purposes, provided that the source of the material is credited, the use of the material is fair, and that the use is truly to illustrate the point being made (playing sound recordings for shock value or to make the session more engaging does not qualify under the exceptions for education). A standard citation format for use with multimedia items is:

Type of content: Title by Author. Link (Licence)

For example:

Audio file : GCU Data Extraction Update April 2017 by Sheila MacNeill and Ken Fraser. <https://edshare.gcu.ac.uk/cgi/embed_player?docid=18550> (CC-BY-ND)

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

1. 1.2.1 Check what kind of uses you are allowed to make of the audio file. If the file is to be made available on an open access basis, the educational exceptions to copyright law do not apply. However, some files will be clearly labelled with a Creative Commons (CC) licence which will specify what you can do. More information is available on our web page at <http://www.gcu.ac.uk/library/servicesforstaff/copyright/reusingcontent/>
Other websites have a terms and conditions page which outlines what you are allowed to do with audio files. Best practice is to link out to these sites. This makes it obvious to the user that they are listening to a file from an external source.
You should always cite the source of the file. A standard citation format for use with multimedia items is:

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For example:

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If no information is available on how to use the file, then contact us for further advice at copyright@gcu.ac.uk

A quick way to find reusable audio files is to use a Google advanced search or a Creative Commons (CC) search. The CC search <https://search.creativecommons.org/> allows you to specify the websites to search while the Google advanced <https://www.google.co.uk/advanced_search> allows you to search by licence type.

1. 1.2.3.1 Check what kind of uses you are allowed to make of the CD or download. You will usually find information on the back cover of the CD box. If it is a downloaded file, then check the terms and conditions of use on the website. If you want to use it as part of your teaching, then this may be covered by an educational exception to copyright law. This allows the use of an item for teaching purposes, provided that the source of the material is credited, the use of the material is fair, and that the use is truly to illustrate the point being made (playing audio files for shock value or to make the session more engaging does not qualify under the exceptions for education).

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1. 1.2.2.2 GCU has an Educational Recording Agency (ERA) licence which allows the recording and use of UK radio broadcasts for educational purposes. You can read more about the terms of the licence at the ERA [FAQs page](http://www.era.org.uk/the-licence/faq).
We recommend you use the Box of Broadcasts (BoB) service as this will provide you with an easy link to a digital recording. However, these items are available to users in the UK only as access is geographically restricted using IP login. More about BoB and some quickstart guides are available on our web page at <http://www.gcu.ac.uk/library/servicesforstaff/recordtvprogrammes/>
If you would like further help, contact the copyright team on copyright@gcu.ac.uk
2. 1.2.5.1 If you add a link to an item which has been recorded on Box of Broadcasts (BoB) to an open website. Access to that item will still be controlled by the BoB site login. So when the user clicks the link, they will then be prompted to enter their GCU domain username and password. As this service is geographically restricted using IP login, this password will only work from a location within the UK.
3. 1.2.2.1 Uploading recordings of UK free-to-air radio programmes to an open website is not covered by either our Educational Recording Agency (ERA) licence or the educational exceptions to the copyright act. (You can read more about the terms of the licence at the ERA [FAQs page](http://www.era.org.uk/the-licence/faq).) You should look for an alternative resource. If you would like further help, contact the copyright team on copyright@gcu.ac.uk