Keeping it legal: a guide to using edShare@GCU

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1. Introduction

This guide aims to help you use edShare@GCU while keeping within the current UK copyright law. The guide isn't just about keeping it legal, it should also serve as a guide to good practice.

edShare@GCU is a repository for educational resources created by members of staff at GCU. The repository facilitates the storage, long term preservation and sharing of the University's learning and teaching output. You can link to resources in the repository from other locations, such as GCULearn, so you only ever need to store one copy of a resource.

This guide aims to help you stay legal when depositing resources in edShare@GCU and when using or adapting resources created by others.

2. GCU policy on Open Educational Resources (OERs)

As soon as you create a resource then copyright exists on it. As a creator, you would usually own the copyright. At GCU your contract of employment contains general information on copyright and intellectual property rights for resources created whilst you are employed at the University. GCU also has a [policy on educational resources](#) which encourages you to:

- Deposit your resources in edShare@GCU.
- Make your resources openly available to the world.
- License your resources so that they can be reused and adapted by others.

3. Creating a resource

When creating a resource you should always add a standard attribution statement, to make it clear to others who originally created the resource. This means that you should clearly mark every resource you create with your name and affiliation. If you are jointly creating a resource with colleagues at the University or elsewhere, then you should also include their names and affiliations in the attribution statement. You should also ensure that you have the permission of any co-creators to deposit the final resource in edShare@GCU.

It is also important to think about the content you'll use in a resource:

- If you create all the content yourself then there is no need to worry about copyright infringement. The last step before depositing your resource is to think about licensing (see the section 'Licensing your resource').
- If you include content created by someone else then it is important to ensure that you have permission to use this content. For help with this, see the section 'Using third party content'.

Additionally, Government regulations place a duty on public-sector bodies, including the University, to make all digital content and platforms accessible to everyone, including those with disabilities. You can access support and guidance in creating accessible digital educational resources at the Delivering Digital Accessibility SharePoint [site](#).

4. Licensing your resource

Resources deposited in edShare@GCU can be granted different licences which are determined by you under the Creative Commons (CC) licensing scheme. CC licences are made up of 'building blocks' which combine to specify exactly how you want your resource to be used. CC licences are legally binding and cannot be changed after you have published your resource. The scheme allows you to choose from different licences and provide various levels of permission to use or reuse your resource.

CC licences are made up of five main components which can be combined to specify how you would like your resource to be used.

- **CC** = Creative Commons - Signifies a legally binding Creative Commons licence.
- **BY** = Attribution - Users must cite the original source when reusing your content.
- **ND** = No Derivatives - Users must not alter or change your content when reusing it.
- **SA** = Share Alike - Users must license any new resource under the same terms when reusing your content.
- **NC** = Non-Commercial - Users must not make commercial gain from any new resource when reusing your content.

Several of these elements can be combined to produce a legally binding CC licence. Here are some common examples:

- **CC-BY** lets users distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you as the creator.
- **CC-BY-SA** lets users distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you as the creator and license any new creations under identical terms.
- **CC-BY-ND** allows redistribution, commercial and non-commercial, as long as the content is passed along unchanged and you are credited as the creator.
- **CC-BY-NC** lets users distribute, remix, tweak, and build upon a work non-commercially, as long as they credit you as the creator.

When depositing a resource in edShare@GCU and making it open access you should, whenever possible, apply one of these licences to your resource by selecting it from the drop-down menu on the deposit screen. GCU's OER policy recommends you deposit resources under a CC-BY licence, however another licence may be used if you feel this is necessary or appropriate for a particular resource.

For more information on Creative Commons licensing visit the [Creative Commons website](#).

5. Using third party content

You may wish to include third party content as part of your resource. Third party content refers to any copyright work created by someone other than yourself. It is up to you to check carefully if you have permission to reuse such content in your resource. Use the information below for guidance on how to use different types of third party content.

5.1 Electronic resources
You can access all the library's electronic resources (ejournals, ebooks and databases) from the library website. The copyright of electronic resource content is held by various publishers and made available to members of the University under strict licences. In general you should not deposit any electronic resource content in edShare@GCU. If you want to link to an ebook, article or database, then you should do so using the instructions on the embedding links page of the library website.

5.2 Print resources
Although many of the library's subscriptions are to ejournals and ebooks, you may find that some resources are only available in print. You must not scan published articles or chapters and deposit them in edShare@GCU. The University has a licence from the Copyright Licensing Agency which allows library staff to digitise an article and make it available in GCULearn to students studying a specific module for the length of that module. The terms and conditions of this licence are strict and only designated staff working in the library are permitted to create the files. More details of the digitisation service, together with an electronic request form, are available on the scanning page of the library website. Scans of published journal articles or book chapters deposited in edShare@GCU will be removed by the repository administrators. See the edShare@GCU takedown policy for more information.

5.3 Resources found on the internet
When using any resource found on the internet you should check the terms and conditions under which the resource may be used; you should always read through and abide by these terms and conditions. However, it isn't always obvious or easy to find this information. Non-UK websites may give copyright advice which does not apply in the UK, so you need to be mindful of this. Some websites contain resources which have been illegally copied; these websites may give misleading advice about how these resources may be used. To guarantee you stay legal when reusing resources found on the internet, follow these three simple steps:

- Reuse only licensed content (e.g. content made available under a Creative Commons licence).
- Adhere to the terms of the licence.
- Cite the content you use.

The law includes a number of exceptions that allow for the use of all types of copyright work for certain educational purposes. For more information please visit the copyright exceptions for education page on the library website.

5.4 Multimedia resources
If you have created multimedia content yourself then you are free to deposit it in edShare@GCU. However, if you have included any third party content then you must check carefully that you are

entitled to reuse it. The library has a [list of websites](#) which provide legal, free to use multimedia resources. You can find this list under the **Finding reusable resources** tab.

The information below provides some further guidance on how to stay legal when depositing multimedia resources in edShare@GCU:

5.4.1 Audio
You may deposit recordings of your lectures or podcasts in edShare@GCU. However, in general you should not deposit copyright audio material (e.g. music recordings), or include them in your educational resources, unless you are clearly licenced to do so.

5.4.2 Images

Images and diagrams which you have created or photographs you have taken can be deposited in edShare@GCU and included in your educational resources. However, it is not acceptable to use images which have been scanned from books and journal articles, unless you are clearly licensed to do so.
Contrary to popular belief, images on websites are protected by UK copyright law. The easiest way to find images you can legally reuse in your resources is to check the library's [list of websites](#) which provide legal, free to use multimedia resources**.**

5.4.3 Video
Video recordings of your lectures, or any other videos you have created yourself, can be deposited in edShare@GCU. Links to videos you have found on the internet (e.g. YouTube) can be included in your resources, but you should not use software to download the file itself from these websites.

If you require more information on recording lectures then please view the University guidance on [recording staff](#) and [recording students](#).

6. Further advice

If you need any further advice or guidance on copyright or intellectual property rights then please email: edshare@gcu.ac.uk

Alternatively you can find more information on copyright on the [library website](#) or on the [Copyright User](#) website.