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Date: 1st June 2016
Enquiries to: Schools Accountancy Team
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To: All Head Teachers of Maintained Schools in Suffolk

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| LMS Document No. 2016/13 |
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Dear Colleagues,

Licences 2016-2017

I set out below detailed guidance to the various copyright licences that the school may or may not need to purchase to ensure that they remain within the current copyright laws. I would ask that all schools thoroughly read this document so they are aware of some of the current issues and also the tools available which may help them with their copyright questions in schools.

In 2016-17 the Department for Education (DfE) are continuing to manage the ten main licences centrally; this will ensure that all schools are covered for almost all their copyright requirements. Please note however, that there are other copyright licences that may be relevant in very specific cases and schools still need to ensure they are covered for any relevant activity.

The following licences are covered by the blanket agreement. All Local Authority schools and academies are covered by this agreement and schools need do nothing further.

Blanket Licences

Education Recording Agency (ERA)
Copyright Licensing Agency (CLA)
Schools Printed Music Licence (SPML)
Newspaper Licensing Agency (NLA)
Filmbank Distributors Ltd (for Public Video Screening Licence – PVSL)
Motion Picture Licensing Company (MPLC)
Christian Copyright Licensing International (CCLI)
Mechanical Copyright Protection Society (MCPS)
Performing Rights Society (PRS)
Phonographic Performance Limited (PPL)

Please see the section headed Blanket Licences for further details and the attached Department for Education copyright fact sheet.

You will find below some brief details of the licences involved, a short list of frequently asked questions and a separate page for each licence that we are aware of. We explain the process involved, who pays the bill and details about the licence and contact details of the relevant licensing agency should you have any specific queries on whether you need a particular licence or not.

We would particularly draw your attention to Page 17 of the Copyright Licencing document, particularly new guidance on images copied from websites which may not be covered by the blanket licences and materials directly accessed from You Tube which are not supported by the ERA licence.

I would like to take this opportunity to remind schools that it is up to each individual school to check the purpose of the films and media it is showing and playing in school. Each school will need to check the documents and books that are being copied and if a licence is required for any of these then the school is responsible for contacting the appropriate licensing agency to apply for the relevant licence.

Schools in breach of copyright law could find themselves incurring heavy penalties.

We also ask that any school that is contacted by any licensing agency which is forcefully telling them they must have a relevant licence to contact ourselves first. Schools Accountancy Team, SCC Procurement and Suffolk Legal monitor the reports we receive from schools into this behaviour and will advise accordingly.

Non Blanket Licences – With No Local Authority Involvement

There are a number of other licences that exist which the school may need or choose to purchase. As schools become aware of them they will need to arrange to purchase the relevant licence themselves.

The CLA have details of many other organisations available on their website which can assist schools in these cases. [Other Copyright Related Organisations](#)

If your school requires any of these licences or indeed any other licence which we have not mentioned then you will need to contact the relevant agency direct and you will pay them direct, if appropriate, as there is no involvement from the LA with these and other agencies.

A Guide to Copyright Licensing in Schools

Please have a look at the link below which is a web-site dedicated to providing information regarding copyright in schools and is supported by the agencies mentioned in this document. This will help you to identify school activities that may be covered by a licence and directs you to the appropriate agency for further information and advice.

<http://www.copyrightandschools.org>

Yours sincerely



Michael Quinton



Some Frequently Asked Questions:

I'm not sure if my school needs a licence, who should I contact?

Firstly we recommend you use the Licensing Copyright link above as it may provide you with the answer you need as it is set up with examples with schools in mind. We always advise that if you are unsure whether you need a specific licence that you contact the relevant agency direct as they are best placed to give the advice and that way you are also sure that you are covered.

A teacher wants to show a film, television programme to a class as part of the curriculum; do I need to obtain a licence for this?

Copyright law states that if you are showing a film, or watching any media (TV, DVD) and it is being shown for **educational purposes** then you do **NOT** need to obtain a licence. For educational purposes it applies if the audience is limited to teachers, pupils and others directly connected with the activities of the establishment.

Under the new licensing arrangements as long as the film is covered by PVSL or MPLC then you are covered either way.

We want to show a film in class but it is for non curricular purposes, do I need to obtain a licence for this? And if so is it PVSL or MPLC?

Yes, it is only for educational purposes that a licence isn't required. At this point you would need to find out which licensing agency covers the film/media in question as it will either be PVSL or MPLC. PVSL have a concise title search which lists all the films it covers whereas MPLC have a list of producers and distributors. We advise you check the filmbank list on PVSL first and if you cannot find the film on the list, call them to check. If they do not cover it then you will need to contact the MPLC as it will come under their remit. Under the new licensing arrangements as long as the film is covered by PVSL or MPLC then you are covered either way.

Our school is converting to an academy during the year, how does that work with regard to licences?

All Suffolk schools, including academies, are now covered by the blanket licence; as there is no charge to any school the licence will continue uninterrupted and the academy will be fully covered. If the converting school has purchased a licence which isn't one of the ones listed as a blanket licence it will simply continue to pay the relevant agency when the bill is raised as the school/academy will hold the licence themselves.

DETAILS OF INDIVIDUAL LICENCE AGENCIES

Educational Recording Agency (ERA)

| | |
|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered |
| Who Pays the Invoice: | The LA is billed directly by the Department for Education |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 020 7837 3222 |
| Website: | www.era.org.uk |

The Educational Recording Agency licence. This allows educational establishments to record radio and television broadcasts received in the UK and to access copies of such recordings on agreed terms. Teaching staff can also access and download material on a number of on demand catch-up services including BBC iPlayer, 4OD, Five On Demand and ITV Player. The recordings can then be retained, stored and copied for educational purposes at the licensed establishment. It also allows an educational establishment to enable students to access licensed recordings and clips from them when they are working off site and connected to the school's site.

Schools must ensure that all recordings or copies made under the licence are marked with the date and title of the recordings and with a statement in clear bold lettering that: **“this recording is to be used only under the terms of the ERA licence”**. If you require labels to ensure that the correct information is held on all recordings it is possible to purchase these directly from the ERA.

Copyright Licensing Agency (CLA)

| | |
|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered |
| Who Pays the Invoice: | The LA is billed directly by the Department for Education |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 020 7400 3100 |
| Website: | http://schools.cla.co.uk |

The Copyright Licensing Agency licence. This gives you the right to:

- Photocopy books, magazines and journals published in the UK and 30 other countries giving your school access to a wide choice of published information
- Make digital copies by scanning or re-typing for distribution to pupils, parents, teachers or governors, from titles published in the UK and USA plus a growing number of other countries
- Make copies of content from digital material including CD ROMs, electronic workbooks, online journals and included websites
- Use copies with digital whiteboards, VLEs and presentation software programs
- Copy photographs, illustrations, charts or diagrams where they are included in an article or an extract

The CLA licence provides educational institutions with the comprehensive coverage and rights that staff and students need to be able to use and share published information without the fear and cost of infringing copyright.

The CLA licence has been developed specifically to meet particular needs across the sector and there are specific solutions for schools, colleges and universities, whether public or independent.

School Printed Music Licence (SPML)

| | |
|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered – Covered as part of CLA. |
| Who Pays the Invoice: | No charge as it is part of the CLA arrangements. |
| How Does My School Get Charged: | No charge as it is part of the CLA arrangements. |
| Contact Details: | 020 7400 3124 |
| Website: | http://schools.cla.co.uk |

The School Printed Music licence. This covers the copying and distribution of printed sheet music from a master copy owned by a school, to school member for curricular uses and for those extracurricular activities that are not Collective Worship.

The licence permits schools to legally make copies of sheet music by any of the following means:

1. Photocopying
2. Scanning
3. Score-writing software programs
4. Notation by hand
5. Posting on a school VLE

The licence also allows the adaption of the musical work so that it can be performed by any instrumental and vocal arrangements that your school wishes to use.

Do I need SPML?

The SPML is available to schools providing general education to pupils up to 18. It does not cover Local Authority Music Services, Music Hubs, pre-schools and nurseries, Further Education colleges, 6th Form colleges, Higher Education colleges or specialist music schools held outside normal school hours like Rock School or Stagecoach.

Further details: <http://schools.cla.co.uk/your-cla-schools-licence/schools-printed-music-licence/>

Performing Right Society for Music (PRS)

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|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered |
| Who Pays the Invoice: | The LA is billed directly by the Department of Education. |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 01494 459183 |
| Website: | http://www.cefm.co.uk/school.aspx |

The Performing Right Society for Music Limited is the UK association of composers, songwriters and music publishers, created in 1914. PRS for Music is a non-profit making organisation, which administers the performance right in their members' music, in relation to the provisions of the [Copyright, Designs and Patents Act 1988](#).

CEFM are the collection agents within the UK schools sector for the Performing Right Society for Music (PRS for Music). In turn, the PRS for Music administers the performance right on behalf of music composers, songwriters and publishers.

A PRS for Music Licence is required for the non-curricular use of copyrighted music in schools. Some common types of music that the licence covers are discos, concerts (not including musicals), telephone systems music on hold, playing a radio/tape/CD player, school fetes (where music is being played), jukebox and dance/aerobics classes.

Please note that for the use of pre-recorded music (tapes, records or CD's) a Phonographic Performance Ltd (PPL) licence is required in addition to a PRS for Music licence.

Any infringement of PRS for Music copyright will be pursued by the PRS for Music Copyright Protection Office and could lead to civil proceedings. A PRS for Music licence is required to cover the premises for any incidental music contained within a film's showing. It does NOT cover you to show the film itself.

An information pack can be downloaded at: <http://www.cefm.co.uk/school-info.aspx>

FAQ: <http://www.cefm.co.uk/school-faqs.aspx>

Phonographic Performance Ltd (PPL)

| | |
|--|---|
| Type of Licence: | Blanket Licence – All Schools covered. |
| Who Pays the Invoice: | The LA is billed direct by the Department of Education. |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 01494 459183 |
| Website: | http://www.cefm.co.uk/pplschoools.aspx |

The Phonographic Performance licence. The PPL licence is a collective licence authorising a school to play in public, or broadcast, all of its members' recorded music or music videos in the UK. Collective licences can also cover the copying of recorded music and music videos for certain purposes. Typical uses in a school would be: discos/end of term parties; telephone system music on hold; playing a record / radio / tape / CD / digital music player; school fetes (where music is being played) and Dance/Aerobics classes for students and staff only. Both a PRS and a PPL are required by every school.

CEFM are the collection agents within the UK schools sector for the Phonographic Performance Limited (PPL). In turn, the PPL administers the performance right on behalf of the record companies, performers and musicians.

A PPL Licence is required for the non-curricular use of copyrighted music in schools. Some common types of music that the licence covers are; discos, dances and background music.

Please note that for the use of pre-recorded music (tapes, records, CD's, MP3's) a Performing Right Society (PRS) Licence is required in addition to a Phonographic Performance Ltd (PPL) licence.

Any infringement of PPL copyright will be pursued by PPL and could lead to civil proceedings. By law (Copyright, Designs and Patents Act, 1988), a PPL licence is required whenever copyrighted music is used in schools in a non-curricular manner.

A PPL licence is required to cover the premises for any incidental music contained within a film's showing. It does NOT cover you to show the film itself.

An information pack can be downloaded at: <http://www.cefm.co.uk/schoolppl-info.aspx>

FAQ: <http://www.cefm.co.uk/schoolppl-faqs.aspx>

Public Video Screening Licence (PVSL)

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|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered |
| Who Pays the Invoice: | The LA is billed directly by the Department for Education |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 01494 459183 |
| Website: | http://www.cefm.co.uk/ScreeningLicence.aspx |

The Public Video Screening licence. This is issued by Filmbank Distributors Limited who represent all of the six major Hollywood studios in the education sector, (Warner Bros. Sony Pictures, Disney, 20th Century Fox, Universal, Paramount Pictures) and many other leading Hollywood, Bollywood and Independent film studios and distributors including MGM, Lionsgate, Miramax and Entertainment Film. The PVSL is required where schools screen films from studios participating in the PVSL scheme on their premises for entertainment purposes. Under the PVSL scheme schools are able to screen films on DVDs that have been purchased or borrowed from legitimate UK outlets during the term of the licence. The PVSL does not cover screenings for commercial or fundraising purposes, i.e. where a charge is made either directly or indirectly (e.g. selling tickets to screenings). In these circumstances please contact Filmbank directly via info@filmbank.co.uk who can provide you with a licence for this type of screening.

Filmbank Distributors Limited has engaged the Centre for Education & Finance Management Limited (CEFM) to act as a collection agency for the UK schools sector for their Public Video Screening Licence (PVSL).

If you want to show a film outside the home or cinema, you need the permission of the copyright owner. Filmbank has been supplying copyright licences to schools for group screenings for over 17 years.

For non-curricular use, a copyright licence is required to screen films in schools. Non-curricular use can include end of term treats, after-school activities, wet breaks, film clubs, and so on.

If there will be commercial activity around the screening or you want to charge for entry (e.g. for a fundraising event), a different licence is required. Contact Filmbank directly for more information about their 'Single Title Licence'.

The Public Video Screening Licence covers the use of movies from major film distributors, a list of which can be found on the [Distributors page](#).

Please see the [Filmbank website](#) for a current list of titles and distributors the licence will cover.

Christian Copyright Licensing International (CCLI)

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| Type of Licence: | Blanket Licence – All Schools covered. |
| Who Pays the Invoice: | The LA is billed directly by the Department for Education. |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17. |
| Contact Details: | 01323 436100 |
| Website: | http://www.ccli.co.uk |

The Christian Copyright Licensing International licence. CCLI administers two licences. The Collective Worship Copyright Licence (CWCL) permits schools to type song words into a computer and store them for later use, e.g. to create a song words database for use with their song projection software; to create service sheets and hand-outs for pupils and staff; to create OHP acetates; and to audio/video record music from services for those unable to attend, or as a keepsake. The Collective Worship Music Reproduction Licence (CWMRL) is supplementary to the CWCL. It permits schools to photocopy the words and music of hymns and worship songs directly from music publications and also to make customised arrangements of music for pupils using transposing instruments (typically wind and brass instruments).

Contact CCLI for further information: <http://uk.ccli.com/faq/>

Motion Picture Licensing Company (MPLC)

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|--|---|
| Type of Licence: | Blanket Licence – All Schools Covered |
| Who Pays the Invoice: | The LA is billed directly by the Department for Education |
| How Does My School Get Charged: | There is no direct charge to the school in 2016-17 |
| Contact Details: | 01323 649647 |
| Website: | http://www.mplcuk.com |

The Motion Picture Licensing Company licence. The MPLC licence is similar to the PVSL in that it allows for the non-educational screening of films on the premises of an educational establishment. MPLC represents over 400+ film and TV producers and distributors from major Hollywood studios to independent and foreign producers. Examples of the studios whose work is licensed by MPLC are National Geographic; the Discovery Channel; and the studios that own the rights to Bob the Builder and Angelina Ballerina. The MPLC licence does not cover: commercially advertising the film title outside of the school; making a charge to view the film; using DVDs or downloads that are not a legal copy of the film or outdoor screenings. If a school does wish to commercially advertise and/or make a charge to view a film, then they should apply for a separate Single Screening MPLC Movie Licence. For further information please visit: <http://www.themplc.co.uk/page/film-club-1>

The Motion Picture Licensing Company (International) Limited, issue the MPLC Umbrella Licence for Schools across the UK.

If you want to show a film outside the home or cinema, you need the permission of the copyright owner.

For non-curricular use, a copyright licence is required to screen films in schools under the [Copyright, Designs and Patents Act 1988](#). Non-curricular use can include end of term treats, after-school activities, wet breaks, film clubs, and so on.

For educational purposes, a copyright licence is not required. Educational purpose applies if the audience is limited to teachers, pupils and others directly connected with the activities of the establishment.

This licence covers DVDs or other media intended for private home use of the Producers and Distributors and a list of those can be found here: <http://www.mplcuk.com/> (look under Film Club)

Please note that the term Umbrella licence refers only to the MPLC individual licence and does not relate to this being a blanket licence.

Newspapers Licensing Agency (NLA) – Newspapers in Schools

Type of Licence: Blanket Licence – All Schools Covered

Who Pays the Invoice: The LA is billed directly by the Department for Education

How Does My School Get Charged: There is no direct charge to the school in 2016-17

Contact Details: www.newspapersforschools.co.uk

Website: http://www.newspapersforschools.co.uk/paper_copying.aspx

The Newspaper Licensing Agency Schools licence. This permits the copying of content from national, regional and local newspapers and certain news websites.

Newspapers invest a lot of time and money in creating newspaper content and copyright law protects them from having this effort stolen.

The licence allows schools to legitimately make copies of print newspapers that teachers buy for use in class. It permits you to:

- make photocopies of cuttings from print newspapers & sites
- copy & paste cuttings or links into e-mail or other documents
- receive & view e-mails and documents containing cuttings
- make ad-hoc digital cuttings by scanning newspapers
- include cuttings in study packs or project onto screen

The Mechanical Copyright Protection Society (MCPS) – “Limited Manufacture”

Type of Licence: Blanket Licence – All Schools Covered

Who Pays the Invoice: The LA is billed directly by the Department for Education

How Does My School Get Charged: There is no direct charge to the school in 2016-17

Contact Details: www.prsformusic.com/pages/rights.aspx

Website: www.prsformusic.com/pages/rights.aspx

The Mechanical Copyright Protection Society licence. The MCPS ‘Limited manufacture’ licence covers the use of music in DVDs and CDs produced by the school and sold to parents, e.g. by the PTA, to raise funds for the school. The licence provides the right for all schools to make and sell up to 1,000 copies a year of DVDs or CDs containing music.

COPYRIGHT FACTSHEET AS PROVIDED BY THE DEPARTMENT FOR EDUCATION
(DFE)

COPYRIGHT LICENCING

This fact sheet provides information for maintained schools, academies and local authorities on copyright licensing in schools for 2016-17. Since 2015-16 the Department has managed the copyright licences for all state maintained schools in England that cover:

- print and digital copyright content in books, journals and magazines (Copyright Licensing Agency; CLA);
- printed music (Schools Printed Music Licence; SPML);
- copyright content in newspapers and magazines (the Newspaper Licensing Agency media access (NLA) licence);
- recording and use of copies of radio and television programmes, including from a number of catch-up services (the Educational Recording Agency (ERA) licence);
- the showing of films (the Public Video Screening Licence (PVSL) and Motion Picture Licensing Company (MPLC) licences);
- payments for musical performances of covered work (Performing Right Society for Music (PRS));
- playing recorded music (Phonographic Performance Ltd. (PPL));
- rights to make CDs and DVDs containing copyright music (the Mechanical Copyright Protection Society (MCPS); and
- hymns and other Christian music (Christian Copyright Licensing International (CCLI).

Please see below for further information.

INFORMATION FOR SCHOOLS

What does this mean for schools?

The Department believes that by purchasing these licences schools will be covered for almost all their copyright requirements. There are other copyright licences that may be relevant in very specific cases and schools still need to ensure they are covered for any relevant activity. For these ten licences the Department will pay a single sum to each of the Copyright Management Organisations (CMOs) which will cover all primary and secondary schools in England, including academies; all special schools and Pupil Referral Units, and all LA maintained Nursery schools. Post-16 academies are not included as they are not technically 'schools' and will need to make separate arrangements, as will 6th form colleges. Independent fee paying schools are not licensed in the same way and may wish to seek advice direct from the contacts listed at the end of this briefing.

The licences covered by the central arrangements are:

- 1 **The Copyright Licensing Agency licence.** This gives you the right to:
 - Photocopy books, magazines and journals published in the UK and 30 other countries giving your school access to a wide choice of published information
 - Make digital copies by scanning or re-typing for distribution to pupils, parents, teachers or governors, from titles published in the UK and USA plus a growing number of other countries
 - Make copies of content from digital material including CD ROMs, electronic workbooks, online journals and included websites
 - Use copies with digital whiteboards, VLEs and presentation software programs
 - Copy photographs, illustrations, charts or diagrams where they are included in an article or an extract

2 **The School Printed Music licence.** This covers the copying and distribution of a school's sheet music to school members for curricular uses and for those extracurricular activities that are not Collective Worship.

The licence permits schools to legally make copies of sheet music by any of the following means:

6. Photocopying
7. Scanning
8. Score-writing software programs
9. Notation by hand
10. Posting on a school VLE

The licence also allows the adaption of the musical work so that it can be performed by any instrumental and vocal arrangements that your school wishes to use.

3 **The Newspaper Licensing Agency Schools licence.** This permits the copying of content from national, regional and local newspapers and certain news websites.

4 **The Educational Recording Agency licence.** This allows educational establishments to record radio and television broadcasts received in the UK and to access copies of such recordings on agreed terms. Teaching staff can also access and download material on a number of on demand catch-up services including BBC iPlayer, 4OD, Five On Demand and ITV Player. The recordings can then be retained, stored and copied for educational purposes at the licensed establishment. It also allows an educational establishment to enable students to access licensed recordings and clips from them when they are working off site and connected to the school's site.

5 **The Public Video Screening licence.** This is issued by Filmbank Distributors Limited who represent all of the six major Hollywood studios in the education sector, (Warner Bros. Sony Pictures, Disney, 20th Century Fox, Universal, Paramount Pictures) and many other leading

Hollywood, Bollywood and Independent film studios and distributors including MGM, Lionsgate, Miramax and Entertainment Film. The PVSL is required where schools screen films from studios participating in the PVSL scheme on their premises for entertainment purposes. Under the PVSL scheme schools are able to screen films on DVDs that have been purchased or borrowed from legitimate UK outlets during the term of the licence. The PVSL does not cover screenings for commercial or fundraising purposes, i.e. where a charge is made either directly or indirectly (e.g. selling tickets to screenings). In these circumstances please contact Filmbank directly via info@filmbank.co.uk who can provide you with a licence for this type of screening.

6 **The Motion Picture Licensing Company licence.** The MPLC licence is similar to the PVSL in that it allows for the non-educational screening of films on the premises of an educational establishment. MPLC represents over 400+ film and TV producers and distributors from major Hollywood studios to independent and foreign producers. Examples of the studios whose work is licensed by MPLC are National Geographic; the Discovery Channel; and the studios that own the rights to Bob the Builder and Angelina Ballerina. The MPLC licence does not cover: commercially advertising the film title outside of the school; making a charge to view the film; using DVDs or downloads that are not a legal copy of the film or outdoor screenings. If a school does wish to commercially advertise and/or make a charge to view a film, then they should apply for a separate Single Screening MPLC Movie Licence. For further information please visit: <http://www.themplc.co.uk/page/film-club-1>

7 **The Performing Right Society licence.** The PRS licence covers performances of copyright music (including any associated words) which is controlled by The Performing Right Society Limited (PRS for Music) or by any of the societies in other countries with which PRS for Music is affiliated.

8 **The Phonographic Performance licence.** The PPL licence is a collective licence authorising a school to play in public, or broadcast, all of its members' recorded music or music videos in the UK. Collective licences can also cover the copying of recorded music and music videos for certain purposes. Typical uses in a school would be: discos/end of term parties; telephone system music on hold; playing a record / radio / tape / CD / digital music player; school fetes (where music is being played) and Dance/Aerobics classes for students and staff only. The two licences are required by every school.

9 **The Mechanical Copyright Protection Society licence.** The MCPS 'Limited manufacture' licence covers the use of music in DVDs and CDs produced by the school and sold to parents, e.g. by the PTA, to raise funds for the school. The licence provides the right for all schools to make and sell up to 1,000 copies a year of DVDs or CDs containing music.

10 **The Christian Copyright Licensing International licence.** CCLI administers two licences. The Collective Worship Copyright Licence (CWCL) permits schools to type song words into a computer and store them for later use, e.g. to create a song words database for use with their song projection software; to create service sheets and hand-outs for pupils and staff; to create OHP acetates; and to audio/video record music from services for those unable to attend, or as a keepsake. The Collective Worship Music Reproduction Licence (CWMRL) is supplementary to the

CWCL. It permits schools to photocopy the words and music of hymns and worship songs directly from music publications and also to make customised arrangements of music for pupils using transposing instruments (typically wind and brass instruments).

These licences are required either by all or by the vast majority of schools and there will be no way for schools to 'opt out' of the licences.

Am I Covered for Images used on my Website?

Although the copyright licences offer a high degree of protection it remains the responsibility of the school, as the licence holder, to ensure that they are covered. This is particularly so in the case of images used on websites, where the school might find itself having to pay a fee if it has used an image not covered by a copyright licence. If a compliance service contacts you regarding breached copyright, you need to a) ensure the company is legitimately acting on behalf of the copyright owner and b) reach an agreement with them. This could be as simple as agreeing to remove the image or paying a reasonable amount for it, or both.

The best starting point is that no image is copyright free - this may include photos, drawings, graphical images, clipart, etc... For images in popular software, or some image libraries (sometimes through payment of subscription) the software owner waives any copyright restrictions, otherwise you may be able to get written permission of the copyright owner.

The CLA have a tool to check whether you can copy from a particular publication under the terms of your CLA licence. This can be found at:

<http://permissions.cla.co.uk/titlesearch.html>.

Can I use YouTube under the ERA Licence?

Materials directly accessed from YouTube are not supported by the ERA Licence. The Terms and Conditions of YouTube refer to 'personal use only' and do not address the non-commercial educational use of ERA Repertoire that is permitted under the ERA Licence when sourced as otherwise permitted by the ERA Licence.

Users do need to look at the terms and conditions which YouTube apply to their services. The Terms are published on YouTube websites. An example can be found here:

<https://www.youtube.com/t/terms>

If the short films that the school is interested in using have previously been shown on television and could have been recorded off-air at the time of transmission (since the ERA Licence launched in 1989) it may be that an "ERA Recording" of the films can be accessed if the school can access one of the exchanges on which the recordings are stored and labelled as ERA Recordings for curricular use, using services such as ClickView.

For further information about this, please contact ERA direct at era@era.org.uk

Who is the licensee?

The agreements between the DfE and the CMOs simply covers the administration of the licences. Each education establishment is a Licensee and as such responsible for ensuring that the terms and conditions of the licenses are adhered to by their staff.

Where is my licence?

If you require a copy of your licence, please contact the individual copyright management organisations below.

INFORMATION ABOUT WHAT THE LICENCES COVER

What is the SPML and what content is covered?

<http://schools.cla.co.uk/your-cla-schools-licence/schools-printed-music-licence/>

What is the CLA Licence and what content is covered?

<http://schools.cla.co.uk/your-cla-schools-licence/what-can-be-copied/>

What is the NLA Licence and what content is covered?

<http://schools.cla.co.uk/about-your-licences/nla-schools-licence/nla-licence-documents/>

What is the ERA Licence and what content is covered?

General information about the ERA Licence is at: www.era.org.uk

What is the PVSL and what content is covered?

For more information on the PVSL see www.filmbank.co.uk/pvsl/education

For a list of studios participating in the PVSL scheme go to:

<http://www.filmbank.co.uk/pvsl/studios>

What is the MPLC licence and what content is covered?

<http://www.themplc.co.uk/page/channel-overview-schools>

What is the PRS licence and what content is covered?

<http://www.prsformusic.com/SiteCollectionDocuments/PPS%20Leaflets/Schools%20leaflet.pdf>

What is the PPL licence and what content is covered?

<http://www.copyrightandschools.org/>

What is the MCPS licence and what content is covered?

<http://www.prsformusic.com/Pages/Rights.aspx>

What is the CCLI licence and what content is covered?

<http://schools.ccli.co.uk/>

Does the DfE cover all copyright licences for the sector?

The DfE has agreements with the above CMOs that cover their licences. Other licences may be required by your school for use of other content. More information can be found at: <http://www.copyrightandschools.org/>

CONTACTS

Who should I contact?

- Terms and Conditions, rights and repertoire of the CLA, SPML or NLA Licence <http://schools.cla.co.uk/get-in-touch/contact-the-schools-team-at-cla/>
- Terms and Conditions, rights and repertoire of the ERA licence www.era.org.uk
- Terms and Conditions, rights and repertoire of the PVSL www.filmbank.co.uk/pvslterms.

For information on the PVSL, contact T: **01494 836 231** or email pvsl@cefm.co.uk. The licence terms and conditions for the PVSL can be found at: <http://www.filmbank.co.uk/images/80989/pvsl%20terms%20&%20conditions%20feb%202013.pdf>. By screening films from copyright owners licensed under the PVSL scheme, each school agrees to be bound by and comply with these terms and conditions.

- Terms and Conditions, rights and repertoire of the MPLC <http://www.themplc.co.uk/page/contact-the-mplc>
- Terms and Conditions of the PPL licence can be found at: <http://www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/>
- Terms and Conditions of the PRS licence can be found at: <http://www.prsformusic.com/users/businessesandliveevents/generaltermsandconditions/Pages/default.aspx>
- Terms and Conditions of the MCPS Limited Manufacture licence can be found at: <http://www.prsformusic.com/SiteCollectionDocuments/LM%20TandC.pdf>
- Terms and Conditions of the CCLI licence can be found at: <http://schools.ccli.co.uk/pdfs/schools/terms/SchoolLicenceTermsUK.pdf>