

# Swanland



## Su3a Copyright Guide

For u3a members in the UK, the "copyright notice" isn't a single sticker, but a set of permissions provided by the Third Age Trust through collective licensing. If your local u3a has paid for the CLA (Copyright Licensing Agency) license, you are generally safe to copy within the following limits:

### 1. What You Can Copy (Books & Magazines)

Under the CLA license, you can make multiple copies for interest group members of:

- One complete chapter from a book.
- One article from a magazine or journal.
- Up to 5% of the total work (whichever is greater).

**Note:** The source should always be acknowledged (title, author, and publisher).

### 2. Digital & Internet Content

- Personal Use: You may download or print extracts from websites for your own personal, non-commercial study.
- Sharing: You should not copy and paste full articles or images from the internet onto u3a websites or social media without explicit permission or a Creative Commons license. Using "royalty-free" sites like Unsplash or Pixabay is recommended for images.

### 3. What You Generally CANNOT Copy

The standard CLA license typically excludes the following (meaning you cannot make multiple copies for a group):

- Maps and Charts: Requires a separate Ordnance Survey license.
- Newspapers: Requires an NLA (Newspaper Licensing Agency) license.
- Printed Sheet Music: It is almost always illegal to photocopy sheet music for groups unless the work is in the public domain (usually 70 years after the composer's death).

#### 4. Audio and Video

- Music: Most u3as are covered by a PPL/PRS license for playing music in meetings, but this does not cover copying it.
- Films: To show a movie for entertainment (rather than just a short clip for educational critique), your u3a needs an MPLC Umbrella License.

#### Summary Checklist for Members

Before copying, ask yourself:

1. Is it for a u3a activity? (Must be non-commercial).
2. Is it "insubstantial"? (One chapter or 5%).
3. Is it on the excluded list? (No maps, no newspapers, no sheet music).

Tip: If you aren't sure if a specific book is covered, you can use this web address:- [cla.co.uk/resources/tools/check-permissions](http://cla.co.uk/resources/tools/check-permissions) online.

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