



## A GUIDE TO COPYRIGHT LICENSING IN SCHOOLS

### Where to start...

For more information go to [www.licensing-copyright.org](http://www.licensing-copyright.org)

# introduction

## Many activities in schools require licences

Does your school use an overhead projector instead of hymn books during assembly? Does your school use recordings of television and radio programmes in the classroom? Is music played in dance or aerobic classes? Does your limited budget mean you cannot afford to buy enough books or music for your pupils and you tend to rely on photocopies instead? Do you ever hold discos on your school premises? Do you ever put on plays, musicals or concerts? These are just some of the normal school activities which depend on the use of literature, music and art in their many manifestations. Many of these works are protected by copyright and those who created them are dependent upon being paid for the use of their works for their livelihood. It is therefore essential that your school has the licences it needs to make this possible.

## Your responsibility

You will be aware that each school is responsible for ensuring that all necessary copyright licences have been obtained to cover its activities. The purpose of this leaflet is to help you and your colleagues identify some of the main activities which need to be licensed and to direct you to the appropriate organisation for further advice and guidance.

## The importance and value of creative works

Creative works are central to the national curriculum as subjects in their own right. Literature, music and art lie at the heart of the UK's creative industries. These industries make an important and ever-growing contribution to the economy of our country. 1 in 20 of the workforce currently earns their living from the creative industries and a framework supported by legislation has enabled most of these industries to develop over the years. Their continuing health and the future livelihoods of many of your pupils depend upon the recognition of the value of copyright works by making proper payment for their use.

If you are in any doubt what activities need to be licensed please visit:  
[www.licensing-copyright.org](http://www.licensing-copyright.org)

## where can I find out more?



**Christian Copyright Licensing (Europe) Ltd** is the UK's major licensing body for the **reproduction of hymns and songs used in acts of collective worship during assemblies**. CCLI can license your school to reproduce the lyrics and music of many thousands of songs by hand, type, computer storage and photocopying for use on overhead projector acetates, song sheets and so on. CCLA, Chantry House, 22 Upperton Road, Eastbourne BN21 1BF  
tel: 01323 417711 email: info@ccli.co.uk

[www.ccli.co.uk](http://www.ccli.co.uk)



**The Copyright Licensing Agency Ltd** licenses the **photocopying of extracts from books, journals and magazines**.

CLA Ltd, 90 Tottenham Court Road, London W1T 4LP  
tel: 020 7631 5555 email: info@cla.co.uk

[www.cla.co.uk](http://www.cla.co.uk)



**The Educational Recording Agency Ltd** licenses designated educational establishments to **record radio and television broadcasts** for educational purposes.

ERA Ltd, New Premier House, 150 Southampton Row, London, WC1B 5AL  
tel: 020 7837 3222 email: era@era.org.uk

[www.era.org.uk](http://www.era.org.uk)



**PPL** represents the UK record industry, licensing the **use of sound recording (CDs, tapes, discs etc.)** on behalf of record companies and performers. Licences are issued for extra curricular use of copyright sound recordings on school premises.

PPL, 1 Upper James Street, London, W1F 9DE  
tel: 020 7534 1155 email: gld.info@ppluk.com

[www.ppluk.com](http://www.ppluk.com)



**PRS** is the copyright collection society for composers and publishers of music. It licenses the **extra curricular use of copyright music on school premises**, including PTA events and use by hirers.

PRS, 29/33 Berners Street, London, W1T 3AB  
tel: 01494 473014 email: musiclicence@prs.co.uk

[www.prs.co.uk](http://www.prs.co.uk)



**MCPS** represents its composer and publisher members **whenever a musical work is recorded on a CD, tape, video or DVD or when that recording is issued to the public**. This applies to recordings of school concerts, plays or other events.

MCPS Media Licensing, 29/33 Berners Street, London W1T 3AB  
tel: 020 7306 4500 e-mail: limitedavailability@mcps.co.uk

[www.mcps.co.uk](http://www.mcps.co.uk)

**musi@publishersassociation**

A licence must be obtained from the relevant publisher to **perform a musical or to photocopy sheet music**. Contact MPA for information about music publishers.

MPA, 3rd Floor, Strandgate, 18/20 York Buildings, London WC2N 6JU  
tel: 020 7839 7779 email: info@mpaonline.com

[www.mpaonline.org.uk](http://www.mpaonline.org.uk)

**Other organisations may need to be contacted.**

**Licences for certain school activities are obtainable directly from the relevant copyright owner(s).**

# at-a-glance guide to licensing in schools

SOME ACTIVITIES REQUIRING A LICENCE	CCLI	CLA	ERA	PPL	PRS	MCPS	OTHER
Photocopying, manual or electronic reproduction of a wide range of hymns and worship songs used during assemblies for acts of collective worship	✓						
Photocopying music (other than hymns and worship songs) and performing musical plays							✓*
Organising a school play, an end of term concert or recital involving live or recorded music that is attended by family or friends (this does not cover musicals*)				✓	✓		
Recording a radio or television broadcast for educational purposes			✓				
Photocopying articles from magazines or journals, or photocopying extracts from books (this does not cover sheet music*)		✓					
Playing a radio or tape/CD player in administration offices or staff rooms				✓	✓		
Holding a school disco, fete or fair outside normal school hours where music is played				✓	✓		
Creating overhead transparencies from magazines, journals or books (excluding music)		✓					
Hiring out premises for keep fit/aerobic classes				✓	✓		
Showing videos to an after class film club				✓	✓		✓
Using music on hold on your telephone system				✓	✓		
Creating and storing, on computer, the school's own hymn book or carol sheets	✓						
Producing video or audio recordings of a school carol service or other religious/seasonal festival to circulate to parents	✓						
Recording a school concert, play or other event containing music (this does not cover musicals*)						✓	

\*Contact the music publisher directly or, for further information, the MPA (details inside).

Note: Specific details about the rights represented by these organisations may be obtained on our website: [www.licensing-copyright.org](http://www.licensing-copyright.org)  
 This guide covers the majority of routine activities for which schools need a licence, but it is not exhaustive. Other organisations may need to be contacted. Licences for certain school activities are obtainable directly from the relevant copyright owner(s).