To be displayed beside all copying machines throughout all licensed Educational Institutions used for the production of multiple and non-fair dealing copies.

This Institution has an ICLA Licence, enabling staff and students to copy extracts, within clearly defined limits, from books, journals and periodicals published in Ireland, the UK, France, Germany, Greece, Iceland, Malta, Spain, Australia, Canada (including Quebec), New Zealand, South Africa, the Netherlands, Norway and the USA.

What the Licence covers
The Licence permits the copying of extracts from all books, journals and magazines published in Ireland (and the other mandating territories) except those shown on the List of Excluded Categories and Works. All staff and students at this establishment are licensed to make copies provided they comply with the licence terms and conditions.

No copying may exceed 5% of the published volume or issue or, if greater:

- one complete chapter from a book, or
- one article from a journal or periodical, or
- a short story or poem not exceeding 10 pages in length from an anthology

published in the above listed countries.

No systematic or repeated copying of the same material which would breach the above limitations is permitted during any one course of study/module, i.e: progressively copying more than the above limitation for the same class of students.

The creation of enlarged copies and copies onto acetate is also permitted. The same limitations (above) apply to these copying types.

It is a condition of the Licence that the number of multiple copies of a single item of Copyright Material shall not exceed the number needed to ensure that each member of the class has one copy only and two for the tutor. Copies may also be made for meetings of staff and managers.

No record of copying is required under the licence. If an Educational Institution is selected to log its copying (either via a survey or record-keeping forms) ICLA will contact the Institution about this separately.

What the Licence does not cover
All the items on the List of Excluded Categories and Works as well as the following specific categories:

- Printed Music (including the words)
- Newspapers
- Maps, charts or books of tables
- Workbooks, workcards or assignment sheets
- Industrial House Journals
- Privately prepared teaching material
- “Copy Permitted” Publications
- Grey literature

The Excluded List should be on display next to all relevant copiers in the college and is available on ICLA’s website. Permission to copy excluded items or in excess of the above stated limits should be sought from the rightsholder (publisher, author or artist) on each occasion. The UK List of Excluded Categories & Works and the US publishers’ Included List should be lodged with the licensing officer and/or library in the Institution. These lists are also available on the ICLA website.

It is good practice that copies are identified with details of author, title, publisher and ISBN/ISSN at the foot of each page so that the source of extracts taken from books, journals and periodicals is acknowledged.

This document is intended for guidance only and not as a substitute for the Licence Terms themselves. In the event of a conflict between the two, the Licence shall prevail.