

# A GUIDE TO COPYRIGHT LICENSING IN SCHOOLS



## AT-A-GLANCE GUIDE TO COPYRIGHT LICENSING IN SCHOOLS

### EXAMPLES OF ACTIVITIES REQUIRING A LICENCE

	CCLI	CLA	ERA	MCPS	MPLC	PPL	PRS FOR MUSIC	PVSL
Photocopying, manual or electronic reproduction of the words and/or music of hymns and worship songs used during assemblies for acts of collective worship*	✓							
Creating and storing, on computer, the school's own hymn book or carol sheets	✓							
Photocopying or scanning extracts from printed books, journals or magazines whether academic, trade or consumer publications for teaching or training*		✓						
Creating overhead transparencies containing extracts from magazines, journals or books*		✓						
Recording a radio or television broadcast and using recordings (including making available to students) for the educational purposes of licensed educational establishments.			✓					
Recording a school concert, play or other event containing music*				✓		✓		
Holding a school disco, fete or fair where music is played						✓	✓	
Hiring out premises for keep fit/aerobic classes						✓	✓	
Using a radio, TV, CD player or other device in administration offices or staff rooms						✓	✓	
Using music on hold on your telephone system				✓		✓	✓	
Organising a school play, an end of term concert or recital involving live or recorded music that is attended by family or friends*						✓	✓	
Showing a film or DVD in school, not in the course of instruction, eg. wet lunchtimes, after school film clubs etc. MPLC represents over 350 Independent film studios and TV Producers					✓		✓	
Showing a film or DVD in school, not in the course of instruction, eg. wet lunchtimes, after school film clubs etc. PVSL represents all major Hollywood as well as Independent and Bollywood studios. For a full list check: <a href="http://www.filmbank.co.uk/pvsl">www.filmbank.co.uk/pvsl</a>							✓	✓

\* If you are photocopying music or lyrics (excluding hymns or worship songs for collective worship) or performing a play, musical, ballet or opera that includes music that is specially written for the work, you normally need to get permission direct from the publisher. <mailto:info@mpaonline.org.uk>

**Note:** This guide covers many of the routine activities for which schools need a licence, but is not exhaustive. Other organisations may need to be contacted.

INTRODUCTION

COPYRIGHT LICENSING ORGANISATIONS

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