

**Photocopying**

The Copyright Licensing Agency (CLA) licence provided by The Third Age Trust to all U3As allows them to make multiple photocopies from books, journals or magazines. Extracts can be up to 5%, one chapter or one article whichever is the greater.

The licence does **not** allow multiple copies of maps, charts, newspapers or printed sheet music including the words.

Licences for copying maps and newspapers can be purchased from the following organisations if you feel you need them:-

- Ordnance Survey – 08456 050505 [www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)
- Newspaper Licensing Agency - 01892 525273 [www.nla.co.uk](http://www.nla.co.uk)

There is no blanket licence available for multiple copying of sheet music; this is always illegal unless it is no longer in copyright.

If you would like help and advice on obtaining copyright clearance you can look at Frequently Asked Questions on The Music Publishers' Association website [www.mpaonline.org.uk](http://www.mpaonline.org.uk) or contact them on 0207 580 0126.

There is also some free sheet music available on the internet at [www.cpd.org.uk](http://www.cpd.org.uk) and this will give you links to other useful sites.

**Recorded Music**

The PPL licence supplied by The Trust gives U3As permission to play recorded music in public.

**DVDs/Videos**

The Third Age Trust has no blanket licence arrangement with film copyright holders or organisations.

Interest groups are usually covered by an exemption in the Copyright Law which allows the use of videos or DVDs for educational purposes. You can find details in Fact Sheet P -01: UK Copyright Law dated 27<sup>th</sup> November 2009, which you can download from the website of the UK Copyright Service ([www.copyrightservice.co.uk](http://www.copyrightservice.co.uk)). It lists under acts that are allowed (under the Fair Dealing Exemption) i.e. performance, copies or lending for educational purposes.

This exemption does not allow the viewing of films for entertainment.

Two commercial companies offer licences for showings for entertainment:-

- MPLC 01323 649647 [www.themplc.co.uk](http://www.themplc.co.uk)
- PVSL 0207 9845957 [www.filmbank.co.uk](http://www.filmbank.co.uk)

Each company licenses films from different Hollywood studios and independents so some U3As may wish to purchase both.

Most U3As will probably not need a commercial licence but some decide to take it as it will allow them to show films if they want to and some have regular showings of recent cinema releases.

**Performance - PRS Licence**

This covers the use of the actual lyrics and composed music in any public performance of music.

It is the sole responsibility of the proprietor/manager of the premises you are using to have a licence arranged.