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So for example, if you wished to photocopy a hymn that is in the public domain, such as the original version of *When I Survey The Wondrous Cross*, you would need permission or the correct licence if the songbook is less than 25 years old.

Some publications include permission to photocopy. Always check the copyright information printed in the material you use for clarification.

Copying/sharing music and lyrics

The Music Reproduction Licence (MRL) administered by CCLI provides the right to photocopy from authorised commercial music publications or sheet music downloaded from authorised websites so long as one original publication or file is owned by a member of the licensed church. It also permits the sharing of digital files (e.g. by emailing a PDF or via a network of screens).

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Photocopying non-music publications

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The Newspaper Licensing Agency provides annual licences for photocopying from daily newspapers. The NLA Licence is available directly from nlamediaaccess.com.

Can you make copies under Fair Dealing?

While it may be within the scope of Fair Dealing to copy out (type or write out) short extracts of a copyright work for non-commercial research or private study, criticism or review, or reporting current events, this does not include photocopying or scanning. See the *Fair Dealing Fact File* for more details.

Provisions for people with disabilities

In 2014 UK copyright law was adjusted to allow copies of copyright works to be made for use by people with disabilities. "Disabled person" is defined as a person who has a physical or mental impairment which prevents them from enjoying a copyright work to the same degree as a person who does not have that impairment. However, a person is not to be regarded as disabled by reason only of an impairment of visual function which can be improved, by the use of corrective lenses, to a level that is normally acceptable for reading without a special level or kind of light.

Note, copies made under this provision can only be made by the disabled person or by a person acting on behalf of the disabled person, the copy can only be for the disabled person's use and can only be made if the work is not already commercially available in an accessible format by the copyright owner.

For more information visit legislation.gov.uk/ukxi/2014/1384

What about digital copies or PDFs taken from the internet?

Many copyright works are now being made available as PDF files or other digital formats for download from the internet. If you wish to photocopy or share sheet music that you've downloaded, always check the seller's terms and conditions as you may require a Music Reproduction Licence (MRL) to do this.

Do we have to report?

Yes. CCLI is here to ensure that the correct copyright owners are remunerated with royalties when their works are copied or reproduced and we do this using the information gathered in reports.

To find out more about reporting see the *Reporting Fact File* or visit uk.ccli.com/reporting.

What is copyright?

Copyright is an intellectual property right given to the creators of original musical, literary and dramatic works. The Copyright, Designs and Patents Act 1988 (CDPA) is the legislation that currently operates in the UK and provides the creator with two main rights:

Economic

this allows the creator to charge anyone who wishes to copy, perform or record their work for any commercial or non-commercial use.

Moral

this allows the creator to protect their work from any change which might be considered offensive or not in keeping with their wishes.

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