

# Guildhall School Guide to IP and the Use of Copyright

(Appendix I of Guildhall School IP Policy)

## What is Intellectual Property?

Intellectual Property (IP) is the term given to the productions of original intellectual or creative activity. Intellectual Property Rights (IPR) are the legal rights that exist in those productions. IPR include, but are not limited to the following areas: copyright, patents, trademarks and designs.

## What is Copyright?

Copyright includes Literary, dramatic and musical works, Databases, Artistic works, Sound recordings, Films, Broadcasts, Cable programmes and the typographical arrangement of published editions.

## What counts as Copyright or IP?

Intellectual property is something unique that you physically create. An idea alone is not intellectual property. For example, an idea for a book doesn't count, but the words you've written do; the notes you envision in your head don't count, but the score you've created does.

## When does copyright apply?

Copyright arises automatically and does not need to be registered. As soon as an original idea, intellectual work, or creative output is documented or recorded, it is covered by copyright.

Type of Work	How long copyright usually lasts
Written, dramatic, musical, artistic work	70 years from the end of the calendar year in which the author dies.
Sound and music recording	70 years from when it's first published (50 years if not published).
Films	70 years after the last to die of the director, screenplay author, composer.
Broadcasts	50 years from when it's first broadcast.
Layouts of published editions of written, dramatic, or musical works	25 years from when it's first published.

## Who owns the copyright?

Generally, the author of the work is the first owner of the copyright in the same work. So, for example, a composer would own the copyright of the music or a writer would own the copyright of the lyrics. Where a work is jointly created, there can be joint ownership.

### Staff and Students who individually create work

Under the terms of this IP Policy, Staff and Students who create work individually during the course of their registration or employment will own the copyright of all work created, unless a separate agreement is in place.

Students grant the School a license to use their IP for administrative, educational, and promotional purposes.

Staff grant the School a license to use teaching materials for academic, research, and administrative purposes.

### Staff and Students who jointly create work

When generating original work collaboratively, it is recommended to put a separate agreement in place to agree the terms of the ownership of the same work – see the intranet for a template.

## What permissions are available for use of copyright?

Copyright Law allows for “fair dealing”, including permitting copy of limited extracts of work, when the use is non-commercial research or private study, provided 1. The work must be used solely to illustrate a point; 2. The use of the work must not be for commercial purposes; 3.

The use must be fair dealing; and 4. It must be accompanied by sufficient acknowledgement.

## When can I use purchased IP?

The School holds comprehensive licences with The Copyright License Agency (CLA), and with Printed Music Licensing Ltd (HEPML) which permits - subject to terms and conditions - copying and re-use of extracts of purchased, commercially published, work. These licences cover post-18 teaching and learning only

What can I copy?

*The following may be copied for research or study purposes only - copies are not allowed for commercial performance.*

Journal issue: one whole article

Play: one whole scene

Anthology: one poem or short story of up to ten pages

Book: one whole chapter or 5% of the total, whichever is greater

Printed music: School-owned works may be copied, scanned or arranged in their entirety for **pedagogic use only**. Check the HEPML guidelines displayed by School copiers or ask the Library for guidance

Sound Recordings, films, or broadcast: only a limited amount that is necessary for study or research

Websites: check the terms; ensure to go to the original source

**For all queries about published work copyright, contact [library@gsmd.ac.uk](mailto:library@gsmd.ac.uk)**

## Resources:

### [BBC Video on Copyright](#)

### [Creative Commons](#)

A platform designed to legally share knowledge. Content may be searched and shared, subject to license conditions, including attribution of sources; includes [Flickr](#) and [Vimeo](#)

### [Copyright License Agency](#)

Find out what can be used or shared

### [Exceptions to Copyright: Education and Teaching](#)

Outlines how you can use Copyright for Study and Research

### [National Intellectual Property Office](#)

Provides details about the legal framework for IP

### [Musician's Union UK](#)

Provides advice on protection when writing or composing

### [Music Publishers Association](#)

Code of Fair Practice re: copying music

### [PRS for Music](#)

Manages royalties when member's work is performed

## Speak to Someone:

Using Copyright for study: Contact the Library

Protecting or exploiting your IP: contact the Enterprise and Entrepreneurship Manager