



Irish Copyright  
Licensing Agency

# Using your Educational Licence

**Make the most of your college's ICLA licence when creating class handouts, assignment briefs, presentations for in-class and online, distance instruction and more:**

- copy extracts from printed books, journals, periodicals and newspapers
- copy text and still images from ebooks, digital journals and magazines, online newspapers and websites
- distribute extracts digitally or as print outs either as individual items or as part of teacher-generated materials

## Copying covered by the licence:

Provided the author(s) and publisher are acknowledged as the source

Up to 5% or...

- One complete chapter from a book, including related notes/references
- One article from an issue of a journal, magazine or newspaper
- A short story or poem not exceeding 10 pages in length from an anthology
- The equivalent amount from a digital/online publication not organised in a traditional manner
- Complete images from a published work and from the internet

## Copying to which the licence does NOT apply:

- All items on the list of Excluded Categories and works.  
Find the list at [icla.ie/licences/exclusions-list](http://icla.ie/licences/exclusions-list)
- Government publications
- Maps and charts
- Printed work-cards and assignment sheets
- Printed 'grey literature' (leaflets, publications without an ISBN or ISSN)
- Whole books, journals, newspapers or websites
- The posting of material on the World Wide Web or internet generally
- Copying for re-sale/commercial purposes