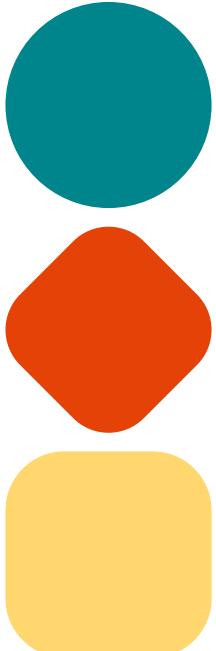


# Using your Educational Licence

**Make the most of your school'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

# Ag baint úsáide as do Cheadúnas Oideachais

**Bain an leas is fearr as ceadúnas ICLA do scoile nuair a bhfuil bileoga ranga á gcruthú agat, mionteagaisc thascanna, láithreoirreachtaí don rang agus ar líne, cianthroir agus a thuilleadh:**

- cóipeáil sleachta as leabhair chlóite, irisí, tréimhseacháin agus nuachtáin
- téacs agus íomhánnna neamhbheo a chóipeáil ó ríomhleabhair, irisí digiteacha agus nuachtáin, agus suíomhanna ghréasáin
- sleachta a dháileadh go digiteach nó mar asphriontaí mar mhíreanna aonair nó mar chuid d'ábhair a ghineann an múinteoir

## Cóipeáil atá clúdaithe ag an gceadúnas:

Ar choinníoll go dtugtar aitheantas don údar/uadair agus don fhoilsitheoir

Suas do dtí 5% nó...

- Caibidil iomlán as leabhar, lena n-áirítear nótaí/tagairtí gaolmhara
- Alt amháin as irisleabhar, tréimhseacháin nó nuachtán
- Gearrscéal nó dán as díolaim nach dtéann thar 10 leathanach
- An méid céanna as foilseachán digiteach/ar líne nach n-eagraítear sa mhod traidisiúnta
- Críochnaigh íomhánnna ó shaothar foilsithe agus ón t-idirlíon

## Cóipeáil nach mbaineann an ceadúnas léi:

- Gach ábhar ar an Liosta de Chatagóirí agus na Saothair Eisiata. Tá an liosta ar fáil ar [icla.ie/licences/exclusions-list](http://icla.ie/licences/exclusions-list)
- Foilseacháin an Rialtais
- Mapaí agus cairteacha
- Cártáí oibre clóite agus bileoga taisc
- ‘Litrócht liath’ clóite (bileoga, foilseacháin gan ISBN ná ISSN)
- Leabhair iomlána, irisí, nuachtáin nó suíomhanna gréasáin
- Ábhar a phostáil ar an nGréasán Domhanda nó ar an t-idirlíon go ginearálta
- Cóipeáil chun críocha athdhíola/tráchtála