



# Using your Business Licence

## Common examples of where you might need to make and distribute copies internally within your organisation include:

- To share with colleagues at meetings or briefings
- For market intelligence
- For research & development
- For staff training
- For health and safety or environmental briefings
- To share media coverage within your organisation

### Copying covered by the licence:

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

- Photocopying
- Scanning
- Copying of digital content, e.g. e-books, PDF files from electronic subscriptions, scanned articles circulated by email, online journal articles and certain website material

### Which publications?

- Books
- Magazines
- Periodicals
- Trade Press
- Press cuttings received from a press cuttings agency
- Journals
- Copyright fee paid copies
- Reference editions
- Law reports
- Some digital versions of the above

### Requirement to own an original

Your firm should have paid for, or legitimately own, an original of any work being copied. That is, the firm should subscribe to the journal or online publication being copied, have been a subscriber for the period covered by the issue being copied, or have bought the book or offline publication, or been presented with it – for example, a controlled-circulation magazine. In general you can copy from material which:

- Has been purchased as part of a current or past subscription, by your firm.
- Has been received from press cuttings and PR agencies (however, newspaper content is excluded).
- Has been supplied by or via a third-party licensed document supplier/aggregator or a publisher's pay per view website (if the publisher has opted in to the Licence) and where a copyright fee has been paid.
- The Licence does not allow you to copy from an employee's personal subscriptions unless the employee permanently donates the copy to your firm.



## Who is entitled to copy and/or receive copies?

- Any employee, consultant or agency worker is entitled to make and receive a photocopy.
- Any employee, consultant or agency worker is entitled to make and receive a scan or digital copy provided these copies are sent and accessed via email or your firm's network.
- Any overseas employee is entitled to receive a scan or digital copy provided these copies are created in Ireland and are sent and accessed via email or your firm's network.
- Copying may be subcontracted to third parties in Ireland or overseas.
- Copies may be sent to external organisations in Ireland for the purposes of regulatory or patent submissions.

## Storage of copied material

Your employees may store Digital Copies to their local hard drives or personal server space. Your employees may also store individual licensed copies on your firm's secure network or intranet for access by authorised users for up to 30 days. Such copies can be downloaded and stored by employees or printed or forwarded by email to colleagues. However, copies should not be stored systematically to create an electronic library (or similar).

## Annotation and digital mark-up

Electronic notation or electronic marking up of a digital copy which clearly distinguishes such notation or marking up from the original text is permitted.

## No substitution for purchase

The Licence does not permit you to make copies which directly or indirectly substitute for the purchase of an original published edition (whether print or digital), or which might be used instead of commissioning work directly from an artist or a writer. The licence has been developed to help you make full use of the material you already own.

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