A CLA Education Licence allows copying of materials for u3as groups within certain limits. **Most u3as will need this licence.** The current scheme ends at the end of July, so please renew or purchase a licence here: CLA Licence Application Form

This licence costs £60 per u3a per year and is valid from 1st August – 31st July each year.

This licence allows your u3a to copy up to 5% or one chapter/article from eligible books, journals and magazines per licence year and per course or group. What is covered can be checked by entering an ISBN into the Check Permissions tool on the CLA website and full terms and conditions are here. Please note, copies of materials cannot be shared outside of the group or on a public-facing website.

What other licences does the Trust provide?

The PPL PRS (music licence) and MPLC (film licence) allow u3as to screen music and films respectively. They are included in their membership of the Trust. They automatically renew each year and u3as are covered. Neither are issuing formal certificates anymore.

- The PPL PRS expires on 31.12.21
- The MPLC expires on 01.07.2022

All u3a members are responsible for respecting the rights of others and should only use others' work when it is legally permissible to do so.

Before using any work that has been created by someone else, u3a members should ascertain who created it and who the copyright owner is.

It is very important that you are clear on what grounds you are making a resource available. The following checklist may be useful:

- Who created it and who is the copyright owner?
    - Be aware that some sites may be using images for which they don't hold the copyright – you will need to find the actual owner.
- How old is it? Is it still covered by copyright or has the copyright expired?

        - Review the ‘expired copyright’ section. If the copyright has expired you will be able to use it. If not, you will need to investigate further.
- Has the copyright owner given permission for the intended use?
    - Check if it has been published (and the intended use is permitted) under a public copyright licence such as a Creative Commons licence.
    - If not:
        - Contact the copyright owner for permission; or
        - Is there a similar image which has been released under a public copyright licence that you could use?
    - Does the use potentially fall under a copyright exception?
    - If you have not received permission from the copyright owner and the use does not fall under a copyright exception, has your u3a, the Third Age Trust or the relevant venue got a licence that allows that use?
        - u3as need to purchase a CLA licence from the Trust. You may also want to purchase an Amateur Choir Licence.

It is always good practice to acknowledge the author and owner of any materials.

If you are in any doubt regarding any aspect of using the work of others, take advice from the U3A Committee before using the work. The U3A movement is not exempt from copyright law and fines can be quite high so caution should be exercised. Note that Trustee Indemnity Insurance will not cover copyright infringement.