

Table of contents

1	About this publication	1
1.1	Who is this publication for?.....	1
1.2	Main copyright issues for training materials: overview of this publication....	1
1.3	Our aims in this publication	2
1.4	Some terms we use.....	2
1.5	Special definitions in the Copyright Act – “Educational institution”	3
1.6	Sources of copyright law, and references to legislation and cases	4
2	Are our training materials protected by copyright?	5
2.1	Materials which may be protected by copyright	5
2.2	Examples of training material protected by copyright	6
2.3	Using third party material in material you create.....	10
2.4	Common questions about what is protected by copyright.....	12
2.5	Common questions about how to protect your work	14
3	What does copyright protection mean?	16
3.1	Copyright owners’ exclusive rights	16
3.2	Moral Rights	17
3.3	Performers’ Rights	17
3.4	Technological protection measures.....	18
3.5	Electronic rights management information.....	18
4	Who owns copyright?	19
4.1	Where there is an agreement about ownership of copyright before material is created	19
4.2	Where there is no agreement about ownership of copyright before material is created	20
4.3	Common questions about ownership generally	23
4.4	Common questions about ownership of commissioned material.....	24
4.5	Common questions about ownership of material created by employees ...	26
5	Dealing with copyright in training materials	29
5.1	Ways of dealing with copyright	29
5.2	Contracts.....	30
5.3	Publishing.....	33
5.4	Common questions about licensing and assigning copyright.....	33

6	Infringement of copyright	37
6.1	Infringement of copyright	37
6.2	What steps can a copyright owner take to pursue an infringement?	38
6.3	Exceptions to infringement	39
6.4	Common questions about infringement	41
7	Protection for ideas, names and titles	43
7.1	Common questions	43
7.2	Confidential information/trade secrets	43
7.3	Protection for company names, business names and titles	44
7.4	Passing off	45
8	Use of copyright material	46
8.1	Common questions on using other people's copyright material.....	46
Appendix 1:		
Requirements for protection		48
	Copyright is automatic.....	48
	The copyright notice	48
Appendix 2: Copyright collecting societies and other useful resources		
	Copyright collecting societies	49
	Other useful resources.....	50
Appendix 3: Duration of copyright		53