

Copyright Essentials

Overview

This course provides an introduction to the principles of copyright within the context of caring for collections. It offers basic and practical training, giving participants the tools they need to manage copyright as part of their curatorial work.

Topics include an overview of current copyright legislation; the importance of copyright for collections holders; orphan works, risk management, tracing rights holders; processes of rights clearance and documenting copyright. Attention will be paid to issues surrounding digitisation and the web, as well as to the practicalities of building a basic system for recording rights. The course is relevant to users of both paper based and computer systems. The course is fully supported by copyright resources. Participants will also receive packs of copyright materials.

Objectives

By the end of the course participants will have:

- Considered the importance of best copyright practice;
- Understood the legal requirements of copyright and the use of documentation to achieve them;
- Understood the procedures for achieving best copyright practice;
- Considered shortfalls in their own policies regarding copyright and methods of improving them;
- Have seen and used authoritative copyright resources.

Participants

This course is suitable for both museum employees and volunteers who are establishing or improving rights management procedures within their museum

Training Methods

This course will deliver the objectives using a mix of presentations, practical exercises, discussion, and one to one consultancy.

Preparation

Participants should have considered copyright practice within their own museums, and are encouraged to bring examples of their institution's copyright issues for discussion on the day.

Length of course: 1 day