



## PURPOSE

The purpose of this policy is to establish guidelines for complying with copyright laws and regulations at the University of Kalba (UKB) Library. This policy aims to ensure that library materials and services are used in a lawful and ethical manner.

## DEFINITIONS

- Copyright laws: Laws and regulations that protect the rights of creators of original works of authorship, including literary, artistic, and musical works.
- Copyrighted materials: Materials that are protected by copyright laws, including books, journals, articles, images, videos, and other media.
- Intellectual property rights: Legal rights that protect the creations of the human mind, including copyright, trademarks, and patents.

## POLICY STATEMENT

The UKB Library:

- Provide access to copyrighted materials in accordance with applicable laws and regulations, such as the Copyright Law and international agreements.
- Inform library users about their responsibilities under copyright law and promote awareness of intellectual property rights.
- Ensure that library staff comply with copyright law in their professional activities, including the acquisition, reproduction, and distribution of copyrighted materials.

## RESPONSIBILITIES

- Copyright issues are not to be taken for granted. Violating copyright issues would lead to legal disputes between publishers and UKB.
- Library users are responsible for complying with copyright law when using library materials and services. Library staff are responsible for providing guidance on copyright compliance, enforcing the policy, and addressing any issues or concerns.

## UAE COPYRIGHT REGULATIONS

- UAE copyright law is based on [Federal Decree-Law No. 38 \(2021\)](#), which builds upon [Federal Law No. 7 \(2002\) Amended by Law No. 32 for the year 2006 Regarding Copyright & Related Rights](#). Article 22 lists some fair use-type exceptions.
- [Cabinet Decision No.47 \(2022\)](#) clarifies the registration, management, and licensing of copyrights. In the UAE, these activities are under the jurisdiction of the [Emirates Reprographic Rights Management Association \(ERRA\)](#).



### INTERNATIONAL COPYRIGHT LAW SAYS (COPYRIGHT ACT OF 1976)

1. No part of the publications (Articles, cases, books) may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission.
2. Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher. The transfer will ensure the widest possible dissemination of information.
3. The Journal and the individual contributions contained in it are protected by the copyright of the publisher and the following terms and conditions apply to their use.
4. Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all other photocopying, including multiple or systematic copying, copying for general distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery.
5. All copyright clearance we should approach the publishers directly and not the authors. In most cases, the publishers hold the copyrights.
6. Publishers grant authorization for individuals to photocopy copyright material for private research use. This authorization does not extend any other kind of copying, by any means, in any form, and for any purpose other than private research use.
7. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.
8. **Textbooks /Teaching Notes/Instructor's manual:** All the prescribed textbooks published by various publishers will be accompanied with instructions/solutions manual to be used by the faculty. Photocopying or Use of these instructor's manuals by students during the term is strictly prohibited.
9. Publishers such as Harvard Business School Publishing, European Case Clearing House, etc hold the copyrights for all the publications published by them directly and also by other leading publications such as MIT, INSEAD, etc.

The following guidelines would be of help in setting policy standards to be followed in terms of having fair use of all the materials at UKB.

### FAIR USE OF RESORUCES

#### Books:

- A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution we need to take permission from the publisher.



### Software:

Points to be taken care of:

- Circulation of archival copy.
- Loading a single copy of a software program onto several computers for simultaneous use.
- Making copies of copyrighted software for student use.
- Perpetual license vs. annual license.

### Databases & e-Journals:

- Agreement should be made with various publishers of Databases and e-Journals for multi-user campus wide unlimited access.

As an overall policy, UKB members shouldn't disclose the user id and password to the outsiders. The member of UKB should not entertain downloading, forwarding any content to an outsider who is not an authorized user.

Following table will be an easy tool to understand what "Permitted" is and what "Not Permitted" and abide by the rules of copyright protection.

### BOOKS

PERMITTED	NOT PERMITTED
Single Copy: chapter of a book	Copying several chapters per book.
Single Copy: article from magazine or newspaper	Copying several articles per magazine.
Single Copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon, etc	Photocopying worn ditto masters
Single Copy: short story, short essay, short poem	Copying Consumables: workbooks, copyrighted exercise sheets, tests

### MULTIPLE COPIES FOR CLASSROOM / INSTRUCTIONAL PURPOSES

PERMITTED	NOT PERMITTED
Complete poems with less than 250 words (not more than 2 pages)	Using/making multiple copies of the same material semester after semester
Excerpt from long poems not to exceed 250 words	Creating "anthologies"
Article, story, or essays less than 2,500 words	Copying workbooks and other work is meant to be used once by one student

### AUDIO VISUAL MATERIALS

PERMITTED	NOT PERMITTED
Creating slide sets from books, magazines, etc., as long as only one per source used.	Copying audio tapes or video tapes for archival or backup Purposes
Enlarging a map with an overhead projector for	Converting from one medium format to another.



tracing but not duplicating color scheme,  
symbols

## SOFTWARE

PERMITTED	NOT PERMITTED
Copying into RAM if copying is necessary to run the Program	Circulation of archival copy.
One copy for archival purposes.	“Networking” software without license or permission.
Library lending of public domain software	Uploading copyrighted software to the internet for downloading

## DATABASES

PERMITTED	NOT PERMITTED
Can download any number of resources from the library licensed resources.	Downloaded searches shouldn't be retained and shared with the person outside of the university.
	Downloaded material may not be used to create derivative work.
	Bulk download of electronic resources

## SCOPE

This policy applies to all library users and covers the use of copyrighted materials in the library, including print, electronic, and multimedia resources.