Publication of articles written by ministers and civil servants

Annex A – Sample Licensing Agreement

Introduction

1. Articles and presentations written by ministers and civil servants in the course of their duties are covered by Crown copyright. Crown copyright is managed centrally by the Controller of Her Majesty's Stationery Office ('the Controller').

2. The Controller has delegated the authority to all government departments and agencies to authorise the first publication of these articles and presentations.

Definitions

3. In this Licence, the terms below have the following meanings:

Author:	[name of author]
Department:	[name of department]
Work:	[title of the Crown copyright article or presentation]
Publisher:	[name and address of the organisation publishing the Work]
Publication:	[title of the publication in which the Work is to appear, if part of a larger work, and/or title and url of the website on which it is to appear]

Warranty

4. The Author and the responsible Head of Department within the Department warrant that the Work infringes no existing copyright and contains no material of a defamatory or obscene nature. They further warrant that the Department has obtained permission for the publication of any copyright material contained in the Work that is not owned by the Crown.

Licence

5. On behalf of the Controller, the Department grants the Publisher the non-exclusive rights:

- publish the Work in any format throughout the world;
- sub-license your customers to access the Work in digital products and services;
- authorise the inclusion of the Work in collective licensing schemes such as that operated by the Copyright Licensing Agency;
- authorise the Work to be included as part of document delivery, abstracting and indexing services;

Responsibilities of the Publisher

6. The Publisher must:

- include an acknowledgment of Crown copyright in the following form: '© Crown copyright [year of publication]. Reproduced with the permission of the Controller of Her Majesty's Stationery Office/Queen's Printer for Scotland and [name of Department]';
- identify the Author of the Work in a suitably prominent manner;
- reproduce the Work accurately and without alteration or amendment except with the prior approval of the Author;
- not publish the Work for the purpose of advertising or promoting a particular product or service;
- provide a copy of the Publication to the Author.

Signed by: …… Date: ……...

the Author

Signed by: …… Date: ……...

Print Name: ……

Position: ……

on behalf of the Department

Signed by: …… Date: ……...

Print Name: ……

Position: ……

on behalf of the Publisher