

Policy

Subject: Consent for Placing Materials on the RCPA Website
Approval Date: August 2005, August 2007, November 2013
Review Date: November 2016
Review By: Solicitors
Number: 1/2005

For the benefit of College members, educational and other materials may be placed on the RCPA members' web site. Those materials include:

- course notes written for College courses by Fellows, Trainees, Affiliates and Associates of the College
- seminar papers or articles written by Fellows, Trainees, Affiliates and Associates
- case presentations/images prepared by Fellows, Trainees, Affiliates and Associates; and
- articles written by persons who have no association with the College.

The College will obtain the prior permission of authors before placing their work on the web site. If it places those materials on its web site without their authors' permission it will be in breach of their copyright. All items should be placed on the website in open data format e.g. PDF format.

Course notes

Depending on the terms under which course notes and materials are prepared for the College, the College may own those materials and consequently not require the prior approval of their authors before reproducing them on the web site. We recommend that it is a requirement of persons preparing course materials for the College that they assign their copyright in those materials to the College.

Commissioned materials

The College may commission materials for inclusion on the web site. It should be a condition of any such commission that the author assigns their copyright to the College.

Other papers or articles, case presentations and images

In the case of papers, articles, case presentations and images prepared by Fellows of the College it will always depend on the circumstances (ie the materials may have been prepared for the College or may not be associated with the College in any way). In the case of materials produced on the site in which the College does not have copyright, the prior written consent of the author/Fellow should be obtained.

Papers or case reports for potential publication:

The College cannot advise whether the reproduction of materials on the web site would preclude their inclusion in refereed journals. If an author is concerned that inclusion on the web site will preclude publication in an academic journal, the author should not consent to its

inclusion on the web site.

Links to materials on other sites

Where materials have been prepared by other authors, the College may reproduce the material on its web site or include a link to another site containing that material. In the case of a link the College is not reproducing the material on its site and the consent of the relevant author is not required.

In the case of materials reproduced on the site, the prior written consent of the author should be obtained. The standard letter for the Fellows is also suitable for use with other authors.