

Copyright: A Practical Guide

A review of:

Korn, Naomi and McKenna, Gordon. 2010, *Copyright: A Practical Guide*. Collections Trust

A book about copyright may not be at the top of everyone's reading list but if you need to find out about what it is, how it works and what it means for your organisation – this practical guide should be on yours.

The guide begins with an explanation of what copyright is and goes on to cover the basics of why copyright is important, who owns it and how long it lasts. There is an absence of legal jargon which is welcome in a book for people starting to learn about copyright and need a practical overview of what it is all about.

However this guide is not just about explaining the basics of copyright in bite size chunks – it provides practical advice and tips on how to work with copyright, set out under clear headings. Each chapter is dedicated to a specific copyright area, from 'Developing a Rights Policy', to 'Carrying out a Rights Audit', 'Getting Permission to use your Collection' to 'Rights Management and 'Protecting Rights'. At the start of each chapter there is a concise summary of what you need to think about, as well as practical guidance on how to go about it.

There are easy to use flowcharts to help you through the process of establishing who owns copyright, template forms for permission, and risk assessment tables, all of which is a valuable resource for any organisation thinking about how to manage rights.

The guide is easy to navigate with colour coded chapters, and information laid out under clearly worded headings. As with previous titles in this series of Collections Trust publications, useful 'Top Tips', 'Legal alerts' and warnings appear in the margins under a 'traffic light' coded system. This enables important points to stand out from the general text.

There is a Glossary of key terms at the back for ease of reference. Throughout the guide you are directed to SPECTRUM and Collections Link for further information, however a summary of further reading and online resources would have been useful, as would a more extensive definition of Crown Copyright.

This Guide is a clear introduction to copyright minus the legal jargon and haze of confusion that can tend to surround this subject. If you are coming to the world of copyright for the first time, need a refresher, or are reviewing how you work with rights in your organisation this book is a good starting point.

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