You may make a single print or digital copy of anything in copyright for:

**Non commercial**
- private study or research
- illustration for instruction or teaching

**And for**
- Quoting from a published work
- Caricature, parody or pastiche
- News reporting, except for photographs

The amount you copy must be ‘fair and justifiable’

- You must not reproduce the copy, sell it, or share it online.
- You must acknowledge the source where reasonably practical.

Go to [www.cilip.org.uk/copying](http://www.cilip.org.uk/copying)

Or ask your librarian or copyright officer for further information.