



## The National Youth Brass Band of Great Britain

### NYBBGB-POL015 - Copying of Sheet Music Policy

#### Policy Statement

The National Youth Brass Band of Great Britain (NYBBGB) is committed to complying with UK copyright law in all aspects of sheet music use, including photocopying and digitisation. This policy ensures that the rights of composers, publishers, and rights holders are respected while allowing appropriate use for rehearsals, performances, and educational purposes.

#### 1. Purpose

The purpose of this policy is to:

- Ensure legal compliance with UK copyright law (Copyright, Designs and Patents Act 1988).
- Provide clear guidelines on photocopying, scanning, and distributing sheet music.
- Protect the organisation, band members, and staff from legal risks associated with copyright infringement.

#### 2. Scope

This policy applies to all NYBBGB band members, staff, volunteers, and associates involved in the acquisition, use, and reproduction of sheet music in any form. It covers:

- Photocopying and scanning sheet music.
- Distribution of printed or digital copies.
- Use of sheet music for rehearsals, performances, and archival purposes.

#### 3. Objectives

To Ensure Compliance: Adhere to copyright regulations regarding sheet music copying and distribution.

To Minimise Risk: Prevent unauthorised reproduction of copyrighted works.

To Educate: Provide guidance to all associated with the NYBBGB on legal copying practices.

To Promote Ethical Use: Support composers and publishers by ensuring lawful access to their works.

#### 4. Permitted Copying Practices

##### 4.1 Rehearsals & Study

- Short Excerpts: Musicians may copy brief sections (few bars) for personal practice, marked

"Study Use Only."

- Page-Turn Copies: One additional page may be copied to facilitate difficult page turns.
- Emergency Copies: If a part is lost or damaged before a performance, a temporary copy may be made and destroyed after the event.

#### 4.2 Performances

- Originals Required: Only legally acquired originals or licensed copies may be used.
- Extra Parts: If a purchased/hired set does not include enough parts for large sections, up to 25% of a set may be copied under the Music Publishers Association (MPA) Code.

#### 4.3 Archival & Library Copies

- No Digital Archiving: Scanning or storing PDFs of copyrighted works is prohibited unless explicitly licensed.
- Out-of-Print Works: Copying may be allowed only after verifying that no commercial editions are available and obtaining publisher consent.
- Performance Markings: A single copy may be retained internally for reference but must not be used in performances.

### **5. Prohibited Copying Practices**

- Copying entire works to avoid purchase or hire fees.
- Scanning and distributing digital copies without a license.
- Retaining photocopies of hired music.
- Using the International Music Score Library Project or online sources for in-copyright music.
- Creating unauthorised arrangements without permission.

### **6. Licensing and Permissions**

- Identifying the Copyright Owner: Check sheet music for copyright information or consult the MPA directory.
- Schools Printed Music Licence (SPML): Does not automatically apply to NYBBGB; alternative licenses must be obtained where necessary.
- Direct Publisher Permissions: If copying beyond permitted use, written consent from the publisher must be obtained and retained.
- Performing Rights: PRS for Music licenses are required for public performances, and MCPS licenses apply to recordings.

### **7. Monitoring and Review**

This policy will be monitored periodically to ensure ongoing compliance with copyright laws and licensing agreements.

The policy will be reviewed periodically to reflect changes in legislation and best practices.

Feedback and issues related to policy implementation should be reported to the Chief Executive.

## **8. Continuous Improvement**

NYBBGB will keep up-to-date with changes in copyright law and industry standards.

Training and guidance will be provided to band members and staff to promote awareness and compliance.

The band will seek to work with publishers and licensing bodies to explore legal solutions for sheet music access and use.

By adhering to this policy, NYBBGB ensures legal compliance while supporting composers and publishers.

## **9. Document Control**

Version	Date	Approved by	Summary of Changes	Review Due
1.0	13/09/25	Trustees	Policy approved with no further edits. Added standard NYBBGB header and document control section.	September 2028