

# Web2Rights

## Top Tips for Issuing Licences to Third Parties Who Wish to Use Your Content /Technology

Once your project is complete, you will want to issue licences to third parties to enable them to access/use its outputs.

Whatever use you allow:

- Ensure that you understand your obligations to JISC – i.e., your outputs need to be made accessible wherever possible, for free, perpetual, unlimited usage in HE/FE (for content) or under Open Source principles (for technology) – this usage needs to be reflected in the licence.
- Remember that if you have obtained licences from others (staff, students, freelancers, etc.) to use their content and/or technology, the licences you issue to users can't go beyond any limitations in these licences that have been granted to you.
- Make sure you clarify who you want to allow access to the content/technology, and how your users will be able to use it.
- Ensure that any licence you propose to issue to users, whether it is in the form of a template, you have developed your own terms and conditions, or you have decided to use an open content licence, is fit for purpose: if it does not do what you want it to do, then find or develop another one that is more appropriate.
- If you are using a 'ready made' licence, read the provisions and make sure that it covers what you want to allow and under what conditions.
- Where possible issue a licence which is governed by the law and courts of the country/region where your institution is located.
- Check with your Institution who has the authority to grant the licence.
- Consider issuing a licence which disclaims liability for any subsequent unauthorised activities by users.
- Ensure that the licence does not include any clauses which might present legal risks for your institution, your users, or JISC.
- Copyright is not the only legal issue – make sure you cover other legal issues which may arise, such as defamation and liability for inaccurate information.
- Take legal advice if you are at all uncertain.