



Centre for
English Language

COPYRIGHT PROCEDURE

SECTION D - PROCEDURE

Related Policy

Copyright Policy

D.1 Procedure

| Responsible | Procedure Steps | | W/I |
|--|-----------------|--|-----|
| | 1 | Copyright laws | |
| Teaching/ Resource Centre Staff | 1.1 | Ensure that you are familiar with the current copyright laws. | |
| | 2 | Hardcopy licence | |
| Teaching/ Resource Centre Staff | 2.1 | Limits are deemed to be: | |
| | 2.1.1 | Books and other separately published works Literary, dramatic or musical work contained in a published edition of more than 10 pages, the greater of: <ul style="list-style-type: none"> • 10% of the number of pages in that edition; or • one chapter of that edition | |
| | 2.1.2 | Periodical publications <ul style="list-style-type: none"> • the whole or part of an article contained in any issue of a periodical publication; or • the whole or part of two or more articles contained in any issue of a periodical publication if those articles relate to the same subject matter | |
| | 2.1.3 | Anthologies The whole or part of a literary or dramatic work in a published anthology of works if it is not more than 15 pages of the anthology. | |
| | 2.1.4 | Artistic works <ul style="list-style-type: none"> • may be copied in whole or part if it accompanies a copied literary or dramatic work to explain or illustrate it; or it is not separately published • If an artistic work has been separately published, only a reasonable portion of it can be copied unless a new copy it cannot be obtained in a reasonable time at an ordinary commercial price. | |
| | 2.1.5 | Works not separately published The whole or part of a literary, dramatic, musical or artistic work (except an article in a periodical publication) which is not separately published. | |

| Responsible | Procedure Steps | | | W/I | | |
|--|-----------------|--|---|---|--|--|
| | | 2.1.6 | Unavailable works The whole or part of a literary, dramatic, musical or artistic work (except an article in a periodical publication) if a new copy cannot be obtained in a reasonable time at an ordinary commercial price. | | | |
| | 2.2 | There are no marking requirements under the survey system, however to recognise a moral right of ownership, where known, mark material with the name/s of the author as a minimum. | | | | |
| | 3 | Electronic reproduction and communication licence | | | | |
| Teaching/ Resource Centre Staff | | 3.1 | Limits are deemed to be: | | | |
| | | 3.1.1 | Literary and dramatic works | <ul style="list-style-type: none"> • 10% of the word count • all, if not published or published on its own; and • all, if not available within a reasonable period of time at an ordinary commercial price | | |
| | | 3.1.2 | Periodical publications | One article or more if the same subject matter | | |
| | | 3.1.3 | Musical works | <ul style="list-style-type: none"> • 10% • all, if not published or published on its own; and • all, if not available within a reasonable period of time | | |
| | | 3.1.4 | Artistic works | All of an artistic work. | | |
| | | 3.1.5 | No more than the above limits from one work can be made available at any one time. | | | |
| | | 3.2 | Add the following statement to any copies of electronic reproduction and communications: COMMONWEALTH OF AUSTRALIA Copyright Regulations 1969 WARNING This material has been reproduced and communicated to you by or on behalf of [insert name of institution] pursuant to Part VB of the Copyright Act 1968 (the Act). The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice. | | | |
| | 4 | Screenrights licence | | | | |
| Teaching/ Resource Centre Staff | | 4.1 | Review the guidelines in steps 4.2 and 4.3 below on what a screenrights licence allows: | | | |

| Responsible | Procedure Steps | | W/I |
|------------------------------|-----------------|---|-----|
| | 4.2 | Copies of: <ul style="list-style-type: none"> • any program • any amount • anywhere – make copies at home or in your library • from any channel • Podcasts and vodcasts – copy broadcast material made available online by the broadcaster • in any format – copy onto VHS, DVD or store digital copies on a hard drive or other device • from old copies – e.g. VHS copies into digital format | |
| | 4.3 | Copies may be: <ul style="list-style-type: none"> • shown in class • kept as an ongoing resource • stored on a network for staff and student use • emailed to staff and students | |
| | 4.4 | Make the copy/s. | |
| | 4.5 | Add the following statement to any copies of material under the screenrights licence: Made for [institution’s] educational purposes under Part VA, Copyright Act 1968 Date of broadcast..... Date this copy made | |
| | 4.6 | Add the following notice to all copies that are also communicated online: COMMONWEALTH OF AUSTRALIA Copyright Regulations 1969 WARNING This material has been copied and communicated to you by or on behalf of [insert name of institution] pursuant to Part VA of the Copyright Act 1968 (the Act). The material in this communication may be subject to copyright under the Act. Any further copying or communication of this material by you may be the subject of copyright or performers protection under the Act. Do not remove this notice. | |
| Resource Centre Staff | 4.7 | When booking copies into the Resource Centre ensure they have the required statement, label or notice. | |
| | 5 | Surveys | |
| Academic Director | 5.1 | Complete the Copyright Agency survey and/or Screenrights survey when requested. | |

D.2 Supporting Documentation

| Related material | Location |
|------------------|----------|
| None | |

| Form templates | Retention time | Location |
|----------------|----------------|----------|
| None | | |

| Records (including completed forms) | Retention time | Location |
|--|----------------|----------|
| None | | |

D.3 Version Control

| Version Number | Summary of Changes | Approved by | Date of Effect | Privilege Level |
|----------------|---|---|----------------|-----------------|
| v1.0 | Initial procedure | Academic Director, SAIBT Academic Director, CELUSA | 9/2013 | Public |
| v1.1 | <ul style="list-style-type: none"> • put into new template • CAL acronym removed • amendments to clauses 2.1, 2.2, 3.1 • clauses 1.2 - 1.5 removed • minor editing to clause 2.1.4 | Compliance Officer | 11//2014 | Public |