

# Fact Sheet

## STAFF GUIDE - COPYING FOR EDUCATIONAL PURPOSES

### Copyright considerations when using other people's work in your teaching material

Australian Copyright Law allows educational institutions to use certain copyright material for educational purposes without requiring permission from the copyright owner. Under two statutory licences (Part VA and Part VB), UTS staff can copy (reproduce) and communicate (convey electronically) limited amounts of copyright material to students or other staff for a UTS educational course.

UTS also pays licence fees to collecting societies (eg. CAL – the Copyright Agency Limited, Screenrights, Music) to support both the use of copyright material and the payment of royalties to copyright owners. As part of the licence requirements, UTS undertakes a copyright sampling process from time-to-time.

If you are using other people's work in your teaching material you will need to be aware of the following requirements. A reference table is also provided showing limits for use of copyright material.

### Key requirements in using copyright material in teaching

<i>Attribution</i>	the author and source of the material must be correctly attributed.
<i>Copyright Notice</i>	use of certain material requires a copyright warning notice (see <i>Table</i> over).
<i>'Educational purposes' use</i>	means copying and/or communicating copyright material to students or staff for a particular educational course. This includes copying and/or communicating for the administrative purposes of the course and maintenance within a library collection. Providing the material to the public or promoting the material through marketing or other commercial activities are not considered as 'educational purposes' under the copyright law.
<i>Legitimate use</i>	the material must be from a legitimate source and can only be provided to UTS students and staff.
<i>Limited Amount</i>	there are limits to the amount of material that can be copied and communicated (see <i>Table</i> over).
<i>Part VA &amp; Screenrights licence</i>	covers use of material from television and radio broadcasts, including certain podcasts, received on free-to-air stations in Australia. A Part VA Notice must be included in digital copies. See <i>Table</i> over for limits of use.
<i>Part VB &amp; CAL licence</i>	covers use of print and graphic material. A Part VB Notice must be included in digital copies. See <i>Table</i> over for limits of use. See also <i>UTSOnline &amp; the Digital Resources Register (DRR)</i> entry below.
<i>Tertiary Music licence</i>	covers the use of sound recordings (other than those from TV or radio broadcasts) from the music societies ARIA, APRA-AMCOS and PPCA. A Music Notice must be used. See <i>Table</i> over for limits of use.
<i>UTSOnline &amp; the Digital Resources Register (DRR)</i>	some print or graphic material cannot be uploaded to UTSOnline or emailed to students but must go into the DRR for registration and teaching use. See the UTSOnline information (including a handy checklist) at <a href="http://www.iml.uts.edu.au/elearning/copyright.html">http://www.iml.uts.edu.au/elearning/copyright.html</a>
<i>Your research</i>	there is a separate provision for copying material for your own research or learning purposes (see the Fact Sheet <a href="#">What can you copy?</a> )

These requirements can be varied if you have permission from the copyright owner to use the material in other ways.

### For further information

See *UTS & Copyright* for staff, student and researcher copyright information at <http://www.lib.uts.edu.au/students/finding-information/copyright>

See *UTS Fact Sheets* on copyright at <http://utsescholarship.lib.uts.edu.au/fact-sheets>

Contact the *UTS Copyright Advisor* at [copyrightcontactofficer@uts.edu.au](mailto:copyrightcontactofficer@uts.edu.au)

Contact the *UTS Digital Resources Register* at [reserve-cc@lib.uts.edu.au](mailto:reserve-cc@lib.uts.edu.au)

See the [Australian Copyright Council](#) for useful information on a range of copyright considerations.

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### Copyright Limits Guide

<u>Copyright material</u>	<b>Copying restrictions*</b> works provided in hard or digital copy to students	<b>Communication restrictions*</b> works provided online, by email or fax to students
<i>Artistic works</i> (includes images, diagrams, maps, cartoons, paintings, photographs, sculptures, etc)	All or part of incidental artistic work (eg. work which accompanies or illustrates a text). All or part of an artistic work: - in electronic form. - that is not separately published. - that is separately published but is not available in a reasonable time at an ordinary commercial price (UTS Library to advise). A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy.	As for copying. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy to be communicated.
<i>Anthologies</i>	For a published dramatic, literary or musical work (eg. a chapter) in an anthology: - all the work if it is no more than 15 pages. - all the work if it is more than 15 pages and hasn't been published separately. - 10% of the pages of a work of more than 15 pages that has been published separately. No more than 10% of the total pages of the anthology. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy.	No more than 10% of the total pages at any time. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy to be communicated.
<i>Australian Federal and State and Territory Government legal and legislative documents</i>	All or part of the document can be reproduced only in hardcopy form.	No right of communication. Students can be referred to the document on the Government website.
<i>Books</i> <i>Plays</i> <i>Scripts (film, radio &amp; TV)</i>	One chapter or 10% of a published dramatic, literary or musical work (or 10% of the number of words if the work is in electronic form). All of a published dramatic, literary or musical work (other than a periodical – see <i>Periodical</i> entry below) if the work is not available in a reasonable time at an ordinary commercial price (UTS Library to advise). 10% of notes or bars from musical notation. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy.	No more than 10% of the total pages at any time. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy to be communicated.
<i>Broadcast works</i> (radio & TV)	No limits for using broadcast television and radio programs received in Australia (includes podcasts of TV and radio programs made available by free-to-air stations in Australia). A <i>Part VA Notice</i> <sup>†</sup> is required for any digital copy.	As for copying. A <i>Part VA Notice</i> <sup>†</sup> is required for any digital copy to be communicated.
<i>Computer software</i>	Use only as permitted by the copyright owner. There are no special rights to copy or communicate for educational purposes under Australian Copyright Law.	As for copying.
<i>Periodical publications</i> (includes magazines, journals, newspapers)	One article from a periodical publication. More than one article from the same publication if they relate to the same subject matter. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy.	As for copying. A <i>Part VB Notice</i> <sup>†</sup> is required for any digital copy to be communicated.
<i>Sound recordings</i> (not broadcast works – see above)	Limited to the music societies <a href="#">ARIA</a> , <a href="#">APRA-AMCOS</a> and <a href="#">PPCA</a> : - For ARIA works: only those shown on the <a href="#">ARIA Licensing Copyright Owners &amp; Labels list</a> (see <a href="http://www.aria.com.au/pages/licensing.htm">http://www.aria.com.au/pages/licensing.htm</a> ). - Copying must be from commercially produced sound recordings such as CDs, audio tapes and vinyl records. - Sound recordings can be streamed to students on a secure network but cannot be downloaded. - Does not cover music videos. A <i>Music Notice</i> <sup>†</sup> is required for any copy.	As for copying. A <i>Music Notice</i> <sup>†</sup> is required for any communication.
<i>Videos, films, DVDs</i> (not broadcast works – see above)	Use only as permitted by the copyright owner. There are no special rights to copy or communicate for educational purposes under Australian Copyright Law. Can be played in a lecture/class for students and staff only.	As for copying.
<i>Works not available separately or unpublished</i> (includes UTS staff or student work)	All or part of an artistic, dramatic, literary or musical work if the work is not separately available or is unpublished. Under the <a href="#">UTS Intellectual Property Policy</a> : UTS retains ownership of most UTS course and educational material created by UTS staff. Permission is required to use UTS student work.	As for copying.
<i>Material used in UTS Subject and Course Readers</i>	As per restrictions for material listed above. There are no restrictions on the number of subject/course readers that can be made, eg. if there are 500 students in the subject or course, 500 copies plus spares can be produced. A <i>Part VB Notice</i> <sup>†</sup> is required.	As per restrictions for material listed above.

\* These restrictions can be varied if you have permission from the copyright owner to use the material in other ways.

† To obtain the Notice contact the [copyrightcontactofficer@uts.edu.au](mailto:copyrightcontactofficer@uts.edu.au)