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 the Part VB statutory licences NPI staff can staff can copy (reproduce) and communicate (convey electronically) limited amounts of copyright material to students or other staff for an educational course.

ACAP and NCPS staff can also copy and communicate material from television and radio broadcasts under the Part VA (Screenrights) license.

NPI pays licence fees to collecting societies (CAL – the Copyright Agency Limited and Screenrights) to support both the use of copyright material and the payment of royalties to copyright owners.

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

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attribution</td>
<td>the author and source of the material must be correctly attributed.</td>
</tr>
<tr>
<td>Copyright notice</td>
<td>use of certain material requires a copyright warning notice. To obtain the required notice email <a href="mailto:copyright@navitas.com">copyright@navitas.com</a>.</td>
</tr>
<tr>
<td>‘Educational purposes’ use</td>
<td>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.</td>
</tr>
<tr>
<td>Legitimate use</td>
<td>the material must be from a legitimate source and can only be provided to NPI students and staff.</td>
</tr>
<tr>
<td>Limited Amount</td>
<td>there are limits to the amount of material that can reasonably be copied and communicated.</td>
</tr>
<tr>
<td>Part VA &amp; Screenrights licence</td>
<td>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.</td>
</tr>
<tr>
<td>Part VB &amp; CAL licence</td>
<td>covers use of print and graphic material. A Part VB Notice must be included in digital copies.</td>
</tr>
</tbody>
</table>
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### Copyright limits of use for commonly used materials

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

<table>
<thead>
<tr>
<th>Copyright material</th>
<th>Reproduce / Copy - provided in hard or digital copy to students</th>
<th>Communication – provided online or by email to students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>One chapter or 10% of the work (or 10% of the number of words if in electronic form)</td>
<td>No more than 10% of the total pages at any time across NPI.</td>
</tr>
<tr>
<td></td>
<td>More if the work is not available at a reasonable time at an ordinary commercial price (NPI Copyright Officer to advise).</td>
<td>A Part VB Notice is required for any digital copy to be communicated.</td>
</tr>
<tr>
<td></td>
<td>A Part VB Notice is required for any digital copy.</td>
<td></td>
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<tr>
<td>Periodical publications (journals, newspapers, magazine articles)</td>
<td>One article from periodical publication. More than one article from the same publication if they relate to the same subject matter.</td>
<td>As for copy.</td>
</tr>
<tr>
<td></td>
<td>A Part VB Notice is required for any digital copy to be communicated.</td>
<td></td>
</tr>
<tr>
<td>Images, diagrams, cartoons, paintings, photographs (artistic works)</td>
<td>All or part of an artistic work which accompanies or illustrates a text.</td>
<td>As for copy.</td>
</tr>
<tr>
<td></td>
<td>All or part of an artistic work: in electronic form, that is not separately published or, that is separately published but is not available in a reasonable time at an ordinary commercial price (NPI Copyright Officer to advise)</td>
<td>A Part VB Notice is required for any digital copy.</td>
</tr>
<tr>
<td></td>
<td>A Part VB Notice is required for any digital copy to be communicated.</td>
<td></td>
</tr>
<tr>
<td>Radio, TV, podcasts (broadcast work)</td>
<td>With Screenrights license (ACAP and NCSP only) no limits for using broadcast television or radio programs received in Australia (includes podcasts of TV or radio programs made available by free-to-air stations in Australia)</td>
<td>As for copying.</td>
</tr>
<tr>
<td></td>
<td>A Part VA Notice is required for any digital copy to be communicated.</td>
<td></td>
</tr>
<tr>
<td>DVDs (non-broadcast works)</td>
<td>Can be played in lecture / class for students and staff only.</td>
<td>As for copying.</td>
</tr>
<tr>
<td></td>
<td>There are no special rights to copy or communicate for educational purposes under Australian Copyright law.</td>
<td></td>
</tr>
<tr>
<td>YouTube</td>
<td>YouTube prohibits loading content that infringes copyright but this has proved difficult to enforce. It is not always easy to tell what is legal on YouTube and what is not.</td>
<td>YouTube videos can be linked to or embedded in the learning management system however you must take care not to embed or link to material that has been uploaded to YouTube illegally.</td>
</tr>
<tr>
<td></td>
<td>The Australian Copyright Council suggests that you may show YouTube clips in class under s28 of the Copyright Act as long as: the video is streamed directly from YouTube and only NPI students and staff are present.</td>
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</tbody>
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