

Copyright for Staff

A Brief Guide

What is Copyright?

Copyright is a system of laws that is designed to protect the works of authors or copyright holders from unauthorised copying and transmission of their intellectual property, whilst at the same time allowing the public (including students and teachers) to have reasonable access to information. Australian copyright law is contained in the *Copyright Act 1968* (Commonwealth) as amended.

Obligations on Chisholm Staff

Chisholm Institute is subject to the provisions of the *Copyright Act 1968*. All Chisholm staff are expected to adhere to the Institute's policies, procedures and requirements in relation to copyright. A detailed guide to copyright is located on the Intranet.

Copying for Teaching Purposes

Chisholm Institute participates in two statutory licence schemes to facilitate the copying of copyright material for students for teaching purposes. A licence with CAL (Copyright Agency Limited) covers print and graphic material, while a licence with Screenrights covers TV and radio broadcasts. Under these two schemes staff may copy copyright material without permission however conditions apply:

- The copying must be for educational purposes.
- Copies must only be provided to Chisholm students and staff
- There are limits on the amount of material that can be copied e.g. for a book still in print, one chapter or 10% whichever is the greater; for a journal, one article per issue of the journal; for others, and circumstances in which you can copy more, see the *Chisholm Copyright Guide* on the Intranet.
- There are prescribed notices which must be displayed on equipment capable of being used for such copying (e.g. photocopiers, scanners, PCs)
- Copies of broadcast material, i.e. radio or TV programs must be labelled appropriately as prescribed.
- The Institute must agree to periodic copyright monitoring.

In addition there are also some special provisions in the statutory licences that allow the copying insubstantial portions, e.g. a quote, paragraph, etc. up to one or two pages.

Please note the following circumstances when you may copy outside the statutory licences:

- Chisholm Institute materials
- Material that is "out of copyright"
- Material for which you have permission (in writing) from the copyright owner.

Copying from the Internet

Staff should be aware that material on the Internet may be protected by copyright. The fact that material is on the Internet does not mean it is "copyright free" or that there is an implied licence to copy. Some websites give permission for the material to be copied for certain purposes (eg. educational or non-commercial purposes) others do not. When in doubt staff should adhere to the 10% rule or seek explicit written permission to copy or communicate this material.

Moral Rights

As part of the Copyright Act authors have two moral rights. Firstly they have the *Right of Attribution*, i.e. the right to have their name associated with the works they create and secondly, they have the *Right of Integrity*, i.e. the right not to have their work changed or altered without consent. Chisholm staff must attribute any copied material with an appropriate citation and respect the integrity of an author's work.