This guide contains advice about copyright entitlements when making multiple copies to provide to students.

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2nd Edition
October 2008

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What is Copyright?

Copyright refers to the rights an author or creator and is automatically given to control the copying, distribution and adaptation of their work.

The following works are covered:

- Literary (words)
- Music
- Sound recording (tape, vinyl, CD mp3s etc)
- Film (video, DVD)
- Artistic (picture photos, sculpture)

The rights last for 50 years from the end of the year of the death of the author.

If the author is a corporate body/organisation (eg Ministry of Education), then copyright lasts 100 years from the date of creation.

Copyright does not have to be registered and the copyright symbol does not have to appear on a work.

Copyright can be sold or licensed to others.

Publishers may own typographical copyright on a work. This refers to the layout of the work and lasts for 25 years after creation. Thus even if an author is known to have been dead for over 50 years, a new publication of their work will still have typographical copyright on it for 25 years.

Your Entitlement to Copy

Your entitlements to copy material are governed by:

a) The Copyright Act 1994

   i) Research or Private study: you may copy one article, one chapter or 10% of a work, whichever is greater.

   ii) Education exceptions: One copy of up to a whole work (literary, artistic or musical) can be made to prepare for instruction (teaching) or to use in teaching itself. Multiple copies can only be made by hand, i.e. in writing which permits students to copy from an overhead. You may make multiple copies of 3% or three pages whichever is the greater for use at Unitec.

   iii) Exams: Anything done for the purpose of setting an exam or writing it will not breach any copyright. If the exam paper is used for teaching purposes, however, copyright does apply

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

To extend the amount of material you can copy Unitec pays for the following licences:
b) **Copyright (New Technologies) Amendment Act 2008**

This act amends and updates the Copyright Act 1994. Both Acts need to be read together.

c) **Copyright Licensing Ltd Licence**

This licence allows multiple copies to be made of hard copy print original works (i.e. books and print journals, international newspapers). The original work must be held either by Unitec Library, a School or be your personal copy. You may make multiple copies of one article from a journal, one chapter or 10% of a published book (which ever is the greater). Copies may be photocopied, scanned to be put onto Blackboard, a CD/DVD or emailed. Material may only be provided to students enrolled in a specific course.

The licence does not cover:

- Material downloaded from the Internet
- Material from an electronic database
- Printed music (including the words)
- Loose maps and charts
- Unpublished religious orders of service
- New Zealand newspapers (see PMCA licence)
- House journals (publications for employees)
- Photographs and/or illustrations published separately from a work
- Works stipulating that they may not be copied under a copyright licence of this nature
- Privately owned work issued for tuition purposes and limited to a clientele who pay fees
- Theses, dissertations and student papers
- Any material designed for delivery in an institution overseas.

c) **Print Media Copyright Agency Licence**

This licence allows multiple copying to be done from hard copy original New Zealand newspapers that appear on the following list (click on the link below)

[http://www.pmca.co.nz/var/cm/cm-pmca-which-publications.php](http://www.pmca.co.nz/var/cm/cm-pmca-which-publications.php)

No more than five articles from any one single edition may be copied on the same day.

Copying of all articles in a newspaper is not permitted.

Multiple copies may be made as photocopies, scanned to be put on a CD or Blackboard.
d) **Screenrights licence**

This licence allows multiple copies of radio and television broadcasts as well as cable programmes to be made for educational purposes.

Broadcasts must be shown in New Zealand.

You may copy:

- Free to air or pay television or radio broadcasts
- A documentary or news broadcast. A film or infotainment. A sporting event or advertisement
- An excerpt of a programme or an entire series

If your copies are made for the educational purposes of Unitec, they do not have to be made on the premises.

Copies may be made in any format including traditional video, or DVD/CD-ROM.

**ALL COPIES MUST BE LABELLED AS FOLLOWS.**

Made for Unitec for educational purposes
Title of Broadcast
Date of Broadcast
Date this copy was made

e) **Unitec Copyright Policy**

Unitec’s Copyright Policy lays out your responsibilities as a member of staff. You can find it through the Novell application myUnitec Staff Portal. Enter your login and password and then select Policies and Procedures. Type in the keyword copyright.

f) **Unitec Policy on Intellectual Property**

Note in particular

5.1 “Subject to section 5 of this policy, Unitec claims ownership of all intellectual property created by a staff member in the course of fulfilling his or her contract of employment with Unitec, and will negotiate with the staff member an equitable sharing of revenue based on funding, resources and other factors in accordance with the provisions of paragraph 8 of the policy.

5.2 Unitec agrees that originators retain copyright in any materials, other than course materials, created by the originators in the course of fulfilling their contract of employment with Unitec, except where an agreement to the contrary has been negotiated between Unitec and the staff member.

5.3 In the case of course materials created by an originator in the course of fulfilling their contract of employment with Unitec, Unitec agrees to grant to the originator, without charge, a royalty-free, non-exclusive and irrevocable licence to use the intellectual property in those materials for teaching, research and professional purposes.”
QUESTIONS AND ANSWERS

Acknowledgement

Under the Copyright Act 1994 any copying of material must be acknowledged to show where the material comes from

For a chapter from a book the following elements should be included:

Author(s) of chapter
Title of chapter
Editor(s) of the book
Title of the book
Year of publication
Edition (if not the first)
Place of publication
Publisher
Pages

For a journal article the following elements should be included:

Authors(s) of the article
Title of the article
Name of the journal
Year of publication
Volume
Issue
Pages

For a website the following elements should be included:

Author of the page (if given)
Title of the webpage
Publication date
Date retrieved
URL

The following examples of references are done in the APA style (your school may require another reference style)

Book Chapter


Journal Article


Website

Architectural plans

Plans are owned by the architect who drew them, the company they worked for or, if specifically commissioned, the person/organisation that commissioned the work. They are not covered by any of the Licences that Unitec has, so unless you are the owner of the copyright you need to get permission to copy whole plans.

Blackboard

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

What can I put on Blackboard?

1) Books : If the library, school or you, owns a hard copy of a book, one chapter or 10% of a book, which ever is the greater for any one course may be scanned and put on Blackboard.

2) Journals : If the library, school or you, owns a hard copy of a journal, one article per issue per course may be scanned and put on Blackboard. If the article is taken from one of the Electronic databases please go to Links to Library Databases Information to see what can be done.

3) Internet : You can put the link (URL) on Blackboard to allow your students to access the site. Copies of a page or pages from a website may be stored by educational establishments provided that:

   a) The material is stored for an educational purpose
   b) The material is displayed under a separate frame or identifier, identifies the author and source of the work and states the name of the educational establishment and the date on which the work was stored
   c) The material is restricted to use by the authenticated users, defined as participants in the course of instruction for which the material is stored, who can access the stored material only through a verification process
   d) The stored material is deleted within a reasonable time after the material becomes no longer relevant to the particular course of instruction for which it was stored. It may not be archived and used for any other course.

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

Changing format

The adaptation of a work is something that cannot be done without permission of the copyright holder. Changing format is not allowed.
Collected Works

If a book contains a collection of short stories or poems by the same or different authors, each item is considered a work in its own right.

What can I copy from a collection of short stories or poems?
Under the Copyright Act you may copy 10% of a short story or poem for any one course for students.

Can I put copies onto Blackboard?
Yes. Under the Copyright Act you may copy 10% of a short story or poem for any one course for students.

Can I put copies onto CDs?
Yes. Under the Copyright Act you may copy 10% of a short story or poem for any one course for students.

Crown Copyright

Crown copyright refers to a work made by a person employed by or contracted by the crown to produce the work, and copyright lasts for 100 years. Refer to the relevant section of this guide depending on the material type you are using for copyright allowance.

The following crown publications do not have any copyright on them

- Bills
- Acts
- Regulations
- Bylaws
- Parliamentary debates
- Reports of Select Committees
- Judgements of courts and tribunals
- Reports of royal Commissions, commission of inquiry, ministerial inquires and statutory inquires

You may make photocopies of part or all these works mentioned above (as long as the material is not taken from a subscription database) if acknowledgement of where the material comes from is given.

Electronic Databases

You must acknowledge all material you copy, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

What can I do with full-text material I find on one of Unitec’s databases?
Unitec Library has a different licence agreement with each database provider/vendor. Click Links to Library Databases Information which will tell you more about each vendor. Some databases allow material to be put on Blackboard, see Links to Library Databases Information for details. Information on linking to our various
databases from Blackboard, can be found in the A-Z database list on the library webpage.

On Blackboard you may make reference to an article and tell the students which database it is on. They can then access it themselves and print out a copy.

**Examinations**

Under the Copyright Act 1994 anything done for the purpose of setting an exam or writing it will not breach any copyright. This does not apply if the exam paper is used for teaching purposes.

**Hard Copy Books (excluding Collected Works)**

Copying can only be done from material that is in the Unitec Library, owned by a School or is your personal copy. Copying of interloaned material is not allowed, for more information concerning this click the following link [Interloans](#).

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, [Acknowledgement](#) to get further information regarding acknowledgement.

The following does not include material copied from a collection of poems or short stories click [Collected Works](#) to get further information.

**What can I copy from a book?**

Under the Copyright Licensing Limited license you may copy for students, one chapter or 10% of a book, whichever is the greater for any one course.

**Can I make multiple copies of a whole book if it is out of print?**

You can only copy a whole book if it is out of print and no longer available through any other commercial source. You must have permission from the CLL to do this. To obtain this permission please talk to library staff and we will contact the CLL on your behalf.

**Can I put copies onto Blackboard?**

Yes. Under the Copyright Licensing Limited license you may scan and put on Blackboard, one chapter or 10% of a book, whichever is the greater for any one course for students.

**Can I put copies onto CDs?**

Yes. Under the Copyright Licensing Limited license you may copy for students, one chapter or 10% of a book, whichever is the greater for any one course.

**Hard Copy Journals**

Copying can only be done from material that is in the Unitec Library, owned by a School or is your personal copy. Copying of interloaned material is not allowed, for more information concerning this click the following link [Interloans](#).
YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

What can I copy from a journal?
You may copy one article per issue per course.

Can I copy a whole journal issue?
No

Can I put copies onto Blackboard?
Yes. You may copy one article per issue per course.

Can I put copies onto CDs?
Yes. You may copy one article per issue of a journal per course.

Interloans

If the library does not hold something can I interloan it and make multiple copies?
NO. Multiple copies must be taken from material owned by Unitec Library, the School, or is your personal copy. You can put the interloaned article on course reserve in the library for your students to consult. However they will not be able to photocopy it and will have to make notes.

International Newspapers

These are covered by the CLL licence and should be treated as Hard Copy Journals
Copying can only be done from material that is in the Unitec Library, owned by a School or is your personal copy.

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

Internet

Copies of a page or pages from a website may be stored by educational establishments provided that:

- The material is stored for an educational purpose
- The material is displayed under a separate frame or identifier, identifies the author and source of the work and states the name of the educational establishment and the date on which the work was stored
- The material is restricted to use by the authenticated users, defined as participants in the course of instruction for which the material is stored, who can access the stored material only through a verification process
- The stored material is deleted within a reasonable time after the material becomes no longer relevant to the particular course of instruction for which it was stored. It may not be archived and used for any other course
YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

Can I make multiple copies of pages from a website?
You may copy 3% of a webpage (ie what you can scroll down). For articles or documents on the web you may do 3% or three pages whichever is greater as long as it does not copy the whole work. Some websites will allow multiple copying of full articles or documents for educational purposes but there has to be a clear statement to this effect on the website. You may also write to the owner of the website seeking permission to do multiple copies.

Can I put copies of web pages onto Blackboard?
Yes you may make copies a web page(s) to store on Blackboard provided you meet the requirements listed (a)-(d) above.

Can I download copies on a CD?
You may copy 3% of a webpage (ie what you can scroll down). For articles or documents on the web you may do 3% or three pages whichever is greater as long as it does not copy the whole work. Some websites will allow copying of full articles or documents for educational purposes but there has to be a clear statement to this effect on their website. You may also write to the owner of the website seeking permission to do multiple copies.

New Zealand Newspapers

YOU MUST ACKNOWLEDGE ALL MATERIAL YOU COPY, ie you must reference correctly all material to show where it has been taken from. Click the following link, Acknowledgement to get further information regarding acknowledgement.

What can I copy from a newspaper?
You may copy up to 5 articles from any one issue of a hard copy newspaper at any one time (Newspapers must appear on PMCA list)

http://www.pmca.co.nz/var/cm/cm-pmca-which-publications.php

Can I copy a whole newspaper issue?
No

Can I put copies onto Blackboard?
Yes you can scan a copy of up to 5 articles from any one issue and put it on Blackboard

Can I put copies onto CDs?
Yes you can scan a copy of up to 5 articles from any one issue and put it onto a CD
Penalties

What happens if I break copyright?
There are risks to you and to Unitec if you do not comply with Copyright. A fine could be as much as $50,000, which does not include the legal fees and staff time involved.

Screen Dumps

Computer programs are protected by copyright. If you are just using a few screen dumps to illustrate a teaching point it is unlikely to cause a problem. If you are concerned about the number of screen dumps you have to use, you would need to contact the producer of the program to ask for permission.

Students’ own work

Students own the copyright on any work that they produce. Unless prior agreement by the School or Unitec exists, permission from the student must be given before their work can be copied.

Tables/pictures

Tables/pictures taken from hard copy books may be included in multiple copies as long as they have Acknowledgement. (Use CTRL and right mouse click on acknowledgement to get more information)

If the tables/pictures are taken from a journal or the internet, the surrounding text must be included as well as acknowledgement.

TV/Cable/Radio

You can make multiple copies of radio and television broadcasts as well as cable programmes for educational purposes. Broadcasts must be shown in New Zealand.

You may copy:

- Free to air or pay television or radio broadcasts
- A documentary or news broadcast. A film or infotainment. A sporting event or advertisement
- An excerpt of a programme or an entire series

If your copies are made for the educational purposes of Unitec, they do not have to be made on the premises.

Copies may be made in any format including traditional video, or DVD/CD-ROM

ALL COPIES MUST BE LABELLED AS follows.
Videos/DVDs

You may play original copies of recorded music and videos/DVDs at Unitec for educational purposes.

You are not allowed to:

- Change the format of a video to DVD (or vice versa).
- Make backup copies or multiple copies of commercially bought video/DVDs or recorded music.
## Appendix 1
### Links to Library Databases Information

The databases listed below contain full-text access to journal articles, books, legislation and standards. Look down the list for the database you are using and find out who the vendor is. Mouse over the vendor name and use Ctrl and left mouse click to take you to information about your conditions of use regarding copying. (Index-only databases are not included in this list).

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<th>Database name</th>
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<td>CCH NZ Online Library</td>
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<td>Dissertation and Theses Worldcat</td>
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<td>EBOSS Electronic building online specification site</td>
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<td>Health &amp; Wellness Resource Centre</td>
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<td>Time Frames</td>
<td>Free Internet Source</td>
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<td>Waitangi Tribunal</td>
<td>Free Internet Source</td>
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</tbody>
</table>
Vendor Licence Information

For each vendor we have quoted their terms/conditions of use regarding copying.

Within each vendor entry are Q & A regarding

1. Multiple copying
2. URL linking to Blackboard
3. Putting the PDF on Blackboard

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No. Only the URL link can be put on Blackboard

H. W. Wilson

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Can I put a copy of a PDF on Blackboard?
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Can I link the URL of an article in Blackboard?
No

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Can I put a copy of a PDF on Blackboard?
No
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Use content downloaded from the databases to compile course reserves, being links to material made and stored by the institution for use by its enrolled students. Copies of such items shall be deleted when they are no longer relevant to the course.”

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*Can I put a copy of a PDF on Blackboard?*

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