













Quick Guide to QUT Blackboard and Copyright

Resource	What to do
Lecturer's own material 	Upload any unpublished material to which you own copyright to Blackboard.
Guest lecturer material 	Upload to Blackboard with permission obtained. Guest lecturers should complete and sign the Guest Lecture Permissions form .
Images 	Where possible, use Creative Commons images from open image sources. Remember attribution.
Books 	Not to be uploaded to Blackboard – use QUT Readings . 10% or one chapter of a book may be provided by QUT Readings. eBooks must also be provided via QUT Readings .
Journal articles 	Not to be uploaded to Blackboard – use QUT Readings . To be compliant, one article per issue of a journal may be provided by QUT Readings.
Web pages & documents 	Check the page or document for copyright status. If all rights are reserved then permission is required. If Creative Commons, then check conditions. Provide the web link on Blackboard rather than a copy.
Licensed resources 	Not to be uploaded to Blackboard. Licence agreements for library databases, eBook and journal collections don't allow the copying of files to Blackboard. Provide links to resources, or add book chapters and journal articles to QUT Readings .
Open licence or expired copyright 	Materials that are 'open licenced' or where the copyright has expired may be uploaded to Blackboard.
Government documents 	Check the document for copyright status. If there is no information on the document, look for a copyright statement on the government website. If all rights reserved then permission is required. Provide the web link on Blackboard rather than a copy.
Social media platforms 	Provide a link to resources on Blackboard rather than a copy.
Online videos 	Videos from subscription databases such as Kanopy and EduTV can be linked to from Blackboard. Use the Blackboard <i>Build Content</i> or <i>Tools</i> , to add non-subscription videos, e.g. Youtube or QUT Media Warehouse .
Music recordings 	The Tertiary Music Licence agreement permits recording, streaming and downloading for education purposes. Access must be limited to staff and students.

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Annotated published work 	Upload to Blackboard if it is not a substantial portion.
Standards 	Standards databases generally don't allow copying of files to Blackboard. Provide a link or add the standard to QUT Readings .
Legal documents 	Legal documents from subscription databases must be added to QUT Readings . Freely available web-based documents can be linked to in Blackboard.
Technical documentation 	Generally, instruction manuals, brochures, promotional materials, product catalogues and technical specifications may be uploaded to Blackboard. Check the document for copyright statements. If all rights reserved or there is a statement forbidding copying or communication, permission may be required.
Posters 	Check for a copyright statement before uploading to Blackboard. You may need to get permission from the copyright owner. Be particularly cautious with posters associated with the arts and entertainment industry.
Maps, plans & technical drawings 	Check the document for copyright statements. Permission from the copyright owner may be required.
Computer software 	Check the software licence to see if use for teaching purposes is allowed.
Workplace exemplars 	'Real world' workplace exemplars can be uploaded to Blackboard with the permission of the copyright owner.
Student exemplars 	Students own copyright in their own work. Get written permission from students.
Unpublished materials 	Unpublished material including personal communication can be uploaded to Blackboard with the permission of the copyright owner.

Special permissions: Save a copy of any special permissions for the use of third party copyright material in Blackboard to the Copyright Permissions content area of your site.

QUT Readings (<http://readings.library.qut.edu.au/>) is the reading list management service that academic staff use to create reading lists for each unit. These lists are made available to students within the unit's Blackboard site and directly via [QUT Readings](#).

The **QUT Media Warehouse** (<https://mediawarehouse.qut.edu.au>) is the rich media repository for re-useable multimedia materials to support teaching, learning and research.

The **QUT Copyright Guide** (<https://www.library.qut.edu.au/copyrightguide/>) is the general guide to the observance of Australian copyright law at QUT. QUT is committed to the proper observance of copyright law, and upholding the rights of creators and users. Students and staff are obliged to comply with the law as individuals; and the University is committed to compliance in its dealings with copyright material.

For assistance please contact your **Liaison Librarian** <http://www.library.qut.edu.au/about/contact/liaisonlibrarians.jsp>, or the **University Copyright Officer** qut.copyright@qut.edu.au