

Copyright Guidelines - Putting Readings Online

These guidelines are intended to assist academic and library staff to make readings available online for students.

The educational statutory licence in section 113P Copyright Act determines what material may be reproduced and distributed in books of readings, handed out in class, or made available online for students, without seeking permission from the copyright owners. The licence stipulates that educational institutions may reproduce and communicate copyright material for the educational purpose of the institution so long as they make payments to the copyright owners by means of a remuneration agreement with the Copyright Agency Limited (CAL).

Making material available online is subject to much stricter conditions than is distribution of paper copies. There are narrower limits on quantities; access must be restricted to QUT staff and students only; detailed records must be kept; and a prescribed warning notice must be attached to the copies. To enable staff to comply, the University has established QUT Readings.

The statutory licence does not apply to material acquired under licence agreements with the copyright owners, such as the journal databases like Proquest and ScienceDirect. The University deals with these in accordance with the agreements, which usually do not permit reproducing the articles on University websites.

Academic and Library staff wanting to digitise readings must submit a request through [QUT Readings](#). QUT Readings staff will retrieve and scan the requested material, convert it to a PDF document, attach the legally required warning notice, and make it available online through QUT Blackboard for your course unit. If the request is for an article from a licensed database, QUT Readings staff will make a reliable link to the article on the vendor website if technically possible.

It is not permitted to post copyright material to school or faculty websites or to a QUT Blackboard site.

The table following gives details of what may be copied and put online under this licence. There are two components to the licence – the hardcopy scheme and the electronic scheme. The term “hardcopy” covers paper, video and audio tape, film, transparencies, etc. There are slight differences as to what can be copied, depending on the format of the original. The table is organised according to the categories used in the Copyright Act.

For more advice on QUT Readings, consult the [Library website](#).

For more information about copyright and teaching materials, consult the [Teaching Support](#) section of the QUT Copyright Guide.

QUT Readings Copyright Guidelines
In accordance with the *Copyright Act 1968* (Cth) Statutory Educational Licence (CAL Licence)

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
1	Periodical publications - journals, magazines, newspapers (any publication with an ISSN)	One article from each issue, or more if subject matter the same. This amount can be reproduced per subject unit per semester.	1. Is it from a licensed library database? (eg Proquest, ScienceDirect) <ul style="list-style-type: none"> • Do not copy. We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the article from QUT Readings if technically feasible. 2. Is it freely accessible on the web? <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. In special cases, it may be preferable to copy the material to QUT Readings. If we can gain access to the material without agreeing to accept certain terms and conditions, we proceed according to the Copyright Act. This allows us to reproduce <ul style="list-style-type: none"> • One article from each issue, or more if subject matter the same • If website expressly permits more than this, you may copy more. If we have to agree to certain conditions before we are given access to the material, then we abide by those conditions. 3. Is it from a CD? <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
2	Literary works – books, separately published reports, etc	<p>All of the book if it is out of print or not available within a reasonable time at an ordinary commercial price.</p> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of pages, OR • one chapter, whichever is the greater <p>Example: a 100 page book may be divided into 4 chapters. We may copy one whole or part of a single chapter, even though the number of pages copied exceeds 10% of the total.</p> <p>Only one part of a book may be made available at a time, across the whole university. This means that if Lecturer A has already put a portion of a book up, Lecturer B is not able to put another part up, even if together they would not exceed 10% of the book.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work from QUT Readings if technically feasible. <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings. If you can gain access the material without agreeing to accept certain terms and conditions, you proceed according to the Copyright Act. This allows us to reproduce all of the work if</p> <ul style="list-style-type: none"> • the website gives express permission ; OR • it has not been separately published, OR • it is not available in electronic form within a reasonable time at an ordinary commercial price. <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of words, OR • one chapter, whichever is the greater <p>and the limit on one part online at a time applies.</p> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes
3	Literary works – published conference proceedings	Treat as a book with each paper a chapter. However, if the publication has an ISSN, treat it as a periodical with each paper an article.	Treat as a book with each paper a chapter. However, if the publication has an ISSN, treat it as a periodical with each paper an article.

QUT Copyright Guide

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
4	Literary works – published anthologies	<p>Each work in an anthology is a separate copyright work.</p> <p>If the work is 15 pages or less, we may copy the whole work.</p> <p>If the work is more than 15 pages, we may copy the whole work if it</p> <ul style="list-style-type: none"> • Has not been separately published by itself, OR • If separately published, is out of print, or not available within a reasonable time at an ordinary commercial price. <p>Otherwise, we may copy only a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the pages occupied by the individual work. 	<p>Each work in an anthology is a separate copyright work.</p> <ol style="list-style-type: none"> 1. Is it from a licensed library database? <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work if technically feasible. 2. Is it freely accessible on the web? <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings. If we can gain access the material without agreeing to accept certain terms and conditions, we proceed according to the Copyright Act. This allows us to reproduce all of the work if</p> <ul style="list-style-type: none"> • the website gives express permission; OR • the work comprises 15 pages or less of a paginated electronic anthology; OR • it has not been separately published; OR • it is not available in electronic form within a reasonable time at an ordinary commercial price. <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of words <ol style="list-style-type: none"> 3. Is it from a CD or electronic book? <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes

QUT Copyright Guide

5	Dramatic works – published plays, screenplays	<p>All of a dramatic work or no more than 15 pages published in an anthology</p> <p>All of a dramatic work which has not been separately published</p> <p>All of a dramatic work which is out of print or not available within a reasonable time at an ordinary commercial price.</p> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of pages 	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work if technically feasible. <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings. If we can gain access the material without agreeing to accept certain terms and conditions, we proceed according to the Copyright Act. This allows us to reproduce all of the work if</p> <ul style="list-style-type: none"> • the website gives express permission; OR • the work comprises 15 pages or less of a paginated electronic anthology; OR • it has not been separately published, OR • it is not available in electronic form within a reasonable time at an ordinary commercial price. <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of words <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes
6	Musical works – published scores, sheet music, etc	<p>All of a piece of notated music which has not been separately published.</p> <p>All of a piece of notated music which is out of print or not available within a reasonable time at an ordinary commercial price.</p> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of pages in 	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work from QUT Readings if technically feasible. <p>2. Is it freely accessible on the web from a site authorised by the copyright owner?</p> <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings. If we can gain access the material without agreeing to accept certain terms and conditions, we</p>

QUT Copyright Guide

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
		<p>the work</p> <p>Be aware that each piece of music in a compilation is a separate copyright work.</p>	<p>proceed according to the Copyright Act. We may reproduce all of the work if</p> <ul style="list-style-type: none"> • the website gives express permission; OR • it has not been separately published; OR • it is not available in electronic form within a reasonable time at an ordinary commercial price. <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> • 10% of the number of words <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
7	Artistic works – images of any kind	<p>All of an image which accompanies and explains or illustrates text being copied under the statutory licence.</p> <p>All of an image which has not been separately published.</p> <p>All of an image which is not available in the form required within a reasonable time at an ordinary commercial price.</p> <p>Otherwise, whatever the amount of the image is, in all the circumstances, reasonable, but not all of the image. Note that the Copyright Act gives no definition of a reasonable portion of an artistic work.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work from QUT Readings if technically feasible. <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings or the unit Blackboard/OLT site. If you can gain access the material without agreeing to accept certain terms and conditions, you proceed according to the Copyright Act. Under the statutory licence, we may reproduce</p> <ul style="list-style-type: none"> • all of the image. <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes
8	Unpublished works – literary, dramatic, musical, artistic	<p>We may copy the whole work.</p> <p>Exception: Under QUT policy, unpublished student work may not be copied without permission of the student.</p>	<p>We may copy the whole work.</p> <p>Exception: Under QUT policy, unpublished student work may not be copied without permission of the student.</p>
9	Works in which copyright has expired	<p>We may copy the whole work.</p> <p>This applies even if the copy is of a reprint in which published edition copyright still subsists.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> • We are governed by the terms of the licence agreement with the database vendor. They usually do not permit us to copy files to another location for student access. Instead, QUT Readings staff will make a link to the work from QUT Readings if technically feasible. <p>2. Is it freely accessible on the web?</p>

QUT Copyright Guide

No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original
			<ul style="list-style-type: none"> • Make a link to the website from the unit Blackboard or OLT site. <p>In special cases, it may be preferable to copy the material to QUT Readings. If you can gain access the material without agreeing to accept certain terms and conditions, you proceed according to the Copyright Act. This allows us to reproduce</p> <ul style="list-style-type: none"> • all of the work. <p>No warning notice needs to be attached.</p> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> • QUT Readings staff will check the licence conditions as to whether they permit putting the material online for educational purposes