

### QUT Copyright Guide Course Readings in Print or on Disc

These guidelines are intended to assist academic and professional staff who are compiling **class handouts** or **books of readings in print or on disc** for sale to internal students through the bookshop (“coursepacks”) or for distribution to external students.

The Copyright Act educational statutory licence (CAL Agreement) 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. It 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).

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The statutory licence does not apply to material acquired under licence agreements with the copyright owners or their licensees, 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 in coursepacks.

The table following gives details of what is permitted under the statutory licence. There are two components to the licence – the hardcopy scheme and the electronic scheme. The term “hardcopy” covers paper, 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 information about copyright and teaching materials, consult the [Teaching Support](#) section of the QUT Copyright Guide.

## Course Readings in Print or on Disc - Copyright Guidelines in accordance with the Copyright Act 1968 Educational Licence Provisions (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"> <li>Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted. It is usually not permitted.</li> </ul> 2. Is it freely accessible on the web? <ul style="list-style-type: none"> <li>Make a link to the website from the unit Blackboard or OLT site.</li> </ul> If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. This allows you to reproduce <ul style="list-style-type: none"> <li>One article from each issue, or more if subject matter the same</li> </ul> If website expressly permits more than this, you may copy more. If you have to agree to certain conditions before you are given access to the material, then you abide by those conditions.                     3. Is it from a CD? <ul style="list-style-type: none"> <li>Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> If the licence is silent about coursepacks, proceed according to the Copyright Act. You may reproduce <ul style="list-style-type: none"> <li>One article from each edition, or more if subject matter the same</li> </ul>
No.	Category of material	Reproduction from hardcopy original	Reproduction from electronic original

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2	<p>Literary works – Books, separately published reports, etc</p>	<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"> <li>• 10% of the number of pages, OR</li> <li>• one chapter, whichever is the greater</li> </ul> <p>Example: a 100 page book may be divided into 4 chapters. You may copy one whole or part of a single chapter, even though the number of pages copied exceeds 10% of the total.</p> <p>The reasonable portion limit is applied at the subject unit level. This means that students in a particular unit may not be given more than one chapter from the one book in a semester. For example, students in Business 101 may only be supplied with one chapter from a particular book, even if more than one lecturer is teaching the unit.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> <li>• Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>• Make a link to the website from the unit Blackboard or OLT site.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the website gives express permission ; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the number of words, or one chapter, whichever is the greater.</li> </ul> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> <li>• Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about coursepacks, proceed according to the Copyright Act. You may reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• it has not been separately published, OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the number of words, or one chapter, whichever is the greater</li> </ul> <p>The reasonable portion limit is applied at the subject unit level. This means that students in a particular unit may not be given more than one chapter from the one work in a semester. For example, students in Business 101 may only be supplied with one</p>
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			chapter from a work, even if more than one lecturer is teaching the unit.
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.

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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, you may copy the whole work.</p> <p>If the work is more than 15 pages, you may copy the whole work if it</p> <ul style="list-style-type: none"> <li>• Has not been separately published by itself, OR</li> <li>• If separately published, is out of print, or not available within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, you may copy only a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the pages occupied by the individual work.</li> </ul>	<p>Each work in an anthology is a separate copyright work.</p> <p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> <li>• Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>• Make a link to the website from the unit Blackboard or OLT site.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the website gives express permission; OR</li> <li>• the work comprises 15 pages or less of a paginated electronic anthology; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the number of words</li> </ul> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> <li>• Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about coursepacks, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the work comprises 15 pages or less of a paginated electronic anthology; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul>

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			<ul style="list-style-type: none"> <li>• 10% of the number of words</li> </ul>

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5	Dramatic works – published plays, screenplays	<p>All of a dramatic work of 15 pages or less 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"> <li>• 10% of the number of pages</li> </ul>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> <li>• Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>• Make a link to the website from the unit Blackboard or OLT site.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the website gives express permission; OR</li> <li>• the work comprises 15 pages or less of a paginated electronic anthology; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the number of words</li> </ul> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> <li>• Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about coursepacks, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the work comprises 15 pages or less of a paginated electronic anthology; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the number of words</li> </ul>
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6	<p>Musical works – published scores, sheet music, etc</p>	<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"> <li>• 10% of the number of pages in the work</li> </ul> <p>Be aware that each piece of music in a compilation is a separate copyright work.</p> <p>Remember that much classical music is out of copyright. Where the copyright in the underlying work has expired, you will not infringe the copyright in the published edition by copying for educational purposes.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> <li>• Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>• Check that the website is authorised by the copyright owner</li> <li>• Make a link to the website from the unit Blackboard or OLT site. Remember that it is against QUT policy to use infringing websites.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. This allows you to reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• the website gives express permission ; OR</li> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the work</li> </ul> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> <li>• Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about coursepacks, proceed according to the Copyright Act. You may reproduce all of the work if</p> <ul style="list-style-type: none"> <li>• it has not been separately published; OR</li> <li>• it is not available in electronic form within a reasonable time at an ordinary commercial price.</li> </ul> <p>Otherwise, no more than a reasonable portion:</p> <ul style="list-style-type: none"> <li>• 10% of the work</li> </ul>
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7	Artistic works – published images of any kind	<p>All of an image which accompanies and explains or illustrates text being copied under the licence</p> <p>All of an image which has not been separately published.</p> <p>All of an image which is not available for purchase 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"> <li>Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>Make a link to the website from the unit Blackboard or OLT site.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, proceed according to the Copyright Act. Under the educational licence, you may reproduce:</p> <ul style="list-style-type: none"> <li>all of the image</li> </ul> <p>3. Is it from a collection of digital images on CD or DVD?</p> <ul style="list-style-type: none"> <li>Check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about coursepacks, proceed according to the Copyright Act. Under the educational licence, you may reproduce:</p> <ul style="list-style-type: none"> <li>all of the image.</li> </ul>
8	Unpublished works – literary, dramatic, musical, artistic	<p>You may copy the whole work.</p> <p><b>Exception:</b> Under QUT policy, unpublished <b>student work</b> may not be copied without permission of the student.</p>	<p>You may copy the whole work.</p> <p><b>Exception:</b> Under QUT policy, unpublished <b>student work</b> may not be copied without permission of the student.</p>

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9	Works in which copyright has expired - literary, dramatic, musical, artistic	<p>You may copy the whole work.</p> <p>Under the educational licence, this still applies even if you copy from a reprint edition in which published edition copyright still subsists.</p>	<p>1. Is it from a licensed library database?</p> <ul style="list-style-type: none"> <li>Do not copy. Ask library staff to check the licence conditions as to whether reproduction for coursepacks is permitted and proceed accordingly.</li> </ul> <p>2. Is it freely accessible on the web?</p> <ul style="list-style-type: none"> <li>Make a link to the website from the unit Blackboard or OLT site.</li> </ul> <p>If it is necessary to copy it for students, and you can gain access to the material without agreeing to accept certain terms and conditions, you may reproduce:</p> <ul style="list-style-type: none"> <li>the whole work as it is not protected by copyright.</li> </ul> <p>Under the educational licence, this still applies even if the source was originally a reprint in which published edition copyright still subsists.</p> <p>3. Is it from a CD or electronic book?</p> <ul style="list-style-type: none"> <li>Check the licence conditions as to whether further reproduction is permitted and proceed accordingly.</li> </ul> <p>If the licence is silent about further reproduction, you may reproduce:</p> <ul style="list-style-type: none"> <li>the whole work as the work is no longer protected by copyright.</li> </ul> <p>Under the educational licence, this still applies even if the source was originally a reprint in which published edition copyright still subsists.</p>
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