

## Quick Copyright Information for Staff

### Are You New to the University? Read this Quick Guide First!

#### Copyright Matters at QUT

QUT is committed to the proper observance of copyright law, and upholding the rights of creators and users. This information sheet contains basic information that you should know about copyright compliance in your new workplace. The *QUT Copyright Guide* on the web at <https://www.library.qut.edu.au/copyrightguide/> is a more comprehensive reference.



QUT has a University Copyright Officer with the responsibility of assisting staff and students to understand their obligations. The Copyright Officer can give customized information sessions to staff and students by arrangement. Please contact at [qut.copyright@qut.edu.au](mailto:qut.copyright@qut.edu.au).

#### As a staff member, what can I copy?

Under a statutory educational licence in the *Copyright Act* staff may make multiple copies of print material **for teaching and administrative purposes**. In brief, the limits for a unit of study are:

- 10% or one chapter of a book, whichever is the greater
- One article from any single issue of a journal, or more than one article from an issue of a journal if articles are on the same topic.

#### Can I put material online?

The university is permitted to put print material online **for teaching purposes**, in accordance with the statutory licence.

To ensure compliance, all such material must be submitted to QUT Readings. QUT Readings enables you to request a digitised copy of a printed book chapter or journal article for use by your students. The digitization will be made available from your unit reading list in QUT Readings.

<https://qutvirtual4.qut.edu.au/group/staff/teaching/teaching-with-technology/supported-technologies/storage/qut-readings#h2-1>

#### Broadcasts from TV and Radio



The statutory educational licence also permits the University to use radio and television transmissions **for teaching purposes**.

You are encouraged to use streaming video and off-air recordings services provided by the Library. Consult their webpage at

<https://qutvirtual4.qut.edu.au/group/staff/teaching/academic-development/teaching-practice/prepare-for-semester/library-readings>

#### Music recordings

The University has a licence agreement with the music copyright societies that permits staff to make copies of music issued on record labels within the repertoire of ARIA (Australian Record Industry Association) **for educational purposes**. For example, you can make a compilation of items for your students to study. The copies may be distributed to students, in physical or digital format, or placed in the library. Digital music files may be emailed to students.

The copy or its packaging must carry the following notice:

This recording has been made by QUT under the express terms of an educational licence between it, AMCOS, and ARIA, and may only be used as authorised by QUT pursuant to the terms of that licence.

and the following details:

- title of each musical work;
- name of each composer, lyricist, and arranger; and
- artist or group name and the record company label.

The recordings may also be made available online to students in a secure site.

### Films & videos

Films, videotapes and DVDs may not be copied for University purposes without the written permission of the copyright owners. It is legal under Australian law to copy a videotape that you own on to DVD, for your own **private and domestic use**. However, then using the DVD you have made for University purposes renders the DVD infringing. Playing the DVD on equipment you do not own also makes it infringing. It is against the *F/1/11 Acceptable Use of Information Technology Resources* policy to store or play files that infringe copyright law on University equipment. You can find the policy at: [http://www.mopp.qut.edu.au/F/F\\_01\\_11.jsp](http://www.mopp.qut.edu.au/F/F_01_11.jsp)



### The Internet

Material found on the internet is not necessarily free to re-use. Copyright law applies to online material as well as hard copy, and owners are becoming increasingly vigilant. You should be particularly cautious about accessing music and video on the Internet. Much of the music and video available for download from websites or through peer to peer networks is in the form of illegal copies, which infringe copyright. Having illegal copies on your QUT computer is a breach of the *F/1/11 Acceptable Use of Information Technology Resources* policy as well as a copyright infringement. You may be subject to disciplinary action by the University and vulnerable to prosecution by the media industries if detected.

By contrast, some copyright owners make their material freely available to re-use. This is done by applying a Creative Commons licence to the material. You do not need further permission from the copyright owner so long as you abide by the conditions of re-use. You can find information about CC licences at <http://creativecommons.org.au/learn/licences/>

### Research

The Copyright Act makes special provisions for research so that you may copy a “reasonable” portion of a copyright work **for your own research or study**. A reasonable portion, for these purposes is:

- 10% or one chapter of a book, whichever is the greater
- One article from any single issue of a journal, or more than one article from an issue of a journal if articles are on the same topic.

### Computer Software

If you are the owner or a licensed user of a computer program, the law allows you to make copies of that program for backup, to develop interoperable programs, to correct errors, and to test security. Copying of software for any other purpose is a copyright infringement, and carries heavy penalties.

### You must attribute the author when you copy

The Copyright Act includes ‘moral rights’ for creators. These are the rights of attribution and integrity. This means that there is a legal obligation to attribute a person’s work when you quote it or include it in readings or lecture notes.

### Ownership of Copyright

The University has a policy *D/3.1 Intellectual Property* on the ownership of intellectual property created by staff during the course of their employment. . View the policy at [http://www.mopp.qut.edu.au/D/D\\_03\\_01.jsp](http://www.mopp.qut.edu.au/D/D_03_01.jsp).

Generally, students own the copyright in their works. Their permission should be obtained before any use is made of their work. View the [student permission form](#) for use in QUT BlackBoard.

