

Delivering Teaching Materials: A Copyright Guide

Teaching materials	Hard copy E.g. paper handouts	Unit of study reading list (UoS)	Learning mgmt system (LMS)	Lecture recording system (LRS) Echo360
A printed book: 1 chapter or excerpts up to 10% may be copied, whichever is the greater. More may be copied if the book is out of print. In the case of printed musical scores, only 10% of the total pages may be copied. (See note 1).	✓	✓	✗	N/A
An eBook: Link from the UoS list or the LMS to eBooks in the University Library collection. (See note 2). If distributing in hardcopy, the copying limit is 1 chapter or excerpts up to 10%, whichever is the greater (See note 1).	✓	* Link to the eBook.	* Link to the eBook via UoS. Do not upload.	N/A
A printed article: 1 article from any issue of a print journal, newspaper or other periodical publication. More than 1 article may be copied if they are on the same topic.	✓	✓	✗	N/A
An electronic article in the Library's databases: Link to the article via the Unit of Study Server (UoS) or Blackboard LMS. Do not copy and upload articles directly to the LMS. The Library can provide stable links to electronic journal articles (see note 2).	* It depends on the database licence.	* Link to the article.	* Link to the article via UoS. Do not upload.	N/A
An open access journal article or an archived open access manuscript in an institutional repository: Best practice is to provide a link to the journal article or archived manuscript (See notes 2 and 3).	* It depends on the website Ts & Cs.	* Link to the item.	* Link to the item. Do not upload.	N/A
A document online: Best practice is to link to a web page or document online. (See notes 2 and 4).	* It depends on the website Ts & Cs.	* Link to the item.	* Link to the item. Do not upload.	N/A
An image or document online with a Creative Commons licence or other open licence: Items with Creative Commons or other open licences can be used with attribution (see note 5).	✓	✓	✓	✓
An image from a book or a journal article: Images can be used for education under VB licence with attribution and display of the Part VB warning notice .	✓	✓	✓	✓
An image online: Unless otherwise stated, images found on the web are protected by copyright "all rights reserved". Images can be used for education under VB licence with attribution and display of the Part VB warning notice .	✓	✓	✓	✓
Music CDs and sound recordings: Music CDs and sound recordings can be copied under the Music Licence. Digital copies may be made available to staff and students for streaming and download. (See note 6).	✓	✓	✓	✓
Screenrights recordings (TV and radio broadcasts, including webcasts of TV and radio broadcasts): Recordings of TV and radio broadcasts received in Australia can be copied and made available to students under the Screenrights Licence. All copies must be labelled and a Part VA warning notice must be displayed.	✓	✓	✓	✓
YouTube or other non-broadcast video: Non-broadcast, online video content is not covered by the Screenrights licence. The University Library provides access to a number of film and television databases such as Kanopy and Artrfilms Digital . See note 7 for options for delivering non-broadcast video resources via LMS and lecture recording.	* Play the video in class. Do not copy.	* Link from the UoS to the video.	* Link from the LMS to the video, or use embed code.	* Pause LRS or record under 200AB (note 7)
Commercially produced videorecording on DVD, Blu-Ray, VHS etc: Items purchased from the ABC shop, rented from a store, borrowed from the Library are not covered by the Screenrights Licence. See note 7 for options for delivering these resources via the LMS and lecture recording.	* Play the video in class. Do not copy.	✗	✗	* Pause LRS or record under 200AB (note 7)
Your own lecture notes, presentation materials and other © University of Sydney works:	✓	✓	✓	✓

Notes on copyright and teaching materials

Note 1:

What are the copying limits?

Under the [Part VB Education Licence](#), you can copy and communicate one chapter of a book, or excerpts up to 10% (whichever is the greater) and make these available to students in hard copy or via their Unit of Study (UoS) Readings list.

More than one chapter or 10% can be copied where the work is out of print (not commercially available within a reasonable time at an ordinary commercial price).

One article from an issue of a journal. More than one article per issue may be copied if the works are on the same subject area.

Note: Sequential/serial copying of chapters from a single book for the same unit of study is not permitted.

Note 2:

Link to electronic resources

It is best practice to link from the Unit of Study Readings list or the LMS to eBooks and electronic journals in the University Library collections, or items on the internet.

Note: eBooks and electronic journal articles must not be copied and uploaded directly to the LMS.

Note 3:

Copyright and open access

Open access (OA) means unrestricted online access to peer-reviewed scholarly research.

Unless otherwise stated in a Creative Commons licence (see note 5), you should treat an OA resource as you would any other electronic resource. Link to OA resources only. Best practice is to link to the article's persistent "digital object identifier" (DOI) where available.

Examples:

- <http://dx.doi.org/10.1371/journal.pone.0102824>
- <http://hdl.handle.net/2123/12257>

Note 4:

Copyright and items on the internet

Unless otherwise stated, items on the internet are protected by copyright. Some websites have restrictive terms and conditions of use, in particular around making multiple copies of the site content. Instead of copying the website or document, it is best practice to provide a link in the LMS or UoS list so your students can access the website or document themselves.

Note: Always check the website terms and conditions. Contact copyright@sydney.edu.au for further assistance.

Note 5:

Using Creative Commons content

Creative Commons ("CC") licences provide a way to give members of the public permission to copy, share, remix and re-use creative works for a range of purposes, including education. CC licences work within copyright law to enable authors and rights holders to modify standard copyright terms from "all rights reserved" to "some rights reserved".

- See <http://creativecommons.org.au/>
- Search for CC licensed content <http://search.creativecommons.org/>

Note 6:

Using music recordings and music CDs

Under the [Music Licence](#), sound recordings can be made available to students and staff for streaming and or download via the University's password protected systems (access via UniKey).

Students and staff can access music recordings via the [Library Catalogue](#), via UoS lists, via the LMS or as part of a lecture recording.

Note: To check if the work you wish to use is covered, contact copyright@sydney.edu.au

Note 7:

Using video content: YouTube, DVDs and Blu-Ray

The University Library subscribes to an educational, documentary and feature film streaming service, [Kanopy](#).

YouTube, Vimeo and other online videos, commercial DVD and Blu-Ray are not covered by the [Part VA \(Screenrights\)](#) or [Part VB Education Licences](#). These items cannot be copied and made available on the UoS service or LMS.

Link to or embed subscribed (e.g. [Kanopy](#), [Artfilms Digital](#)) or publicly accessible videos (e.g. [YouTube](#)), rather than copying or uploading items to the LMS. Most publicly accessible video content platforms include a link/embed function, which generates HTML embed code.

When working with video in a lecture recording, consider two options:

1. **Pause** the lecture recording while the video is playing. If the video is publicly accessible via the web or via the Library's collections, provide a link or embed code in the LMS of UoS. This option addresses screen capture and playback quality issues.
2. **Record** the excerpt of video under the "[flexible dealing](#)" (S 200AB) within the Copyright Act.

Note: Lecturers can copy and communicate video content for educational purposes under an exception in the Copyright Act known as S 200 AB or "[flexible dealing](#)". Contact copyright@sydney.edu.au for further assistance.

Contact the University Library

The University Library provides practical copyright guidance for staff and students.

E copyright@sydney.edu.au | T (02) 9351 2087
W sydney.edu.au/copyright/

Acknowledgement

This guide is adapted from Murdoch University's [Delivering unit readings and other teaching materials](#).

Last updated 12 January 2017.