Procedures for subject coordinators who supply students with third party copyright material independently of the Electronic Readings Service

Purpose
The University is entitled by law to copy limited portions of some types of third party copyright materials for teaching purposes. The purpose of these procedures is to help staff comply with copyright law in situations where they are supplying third party copyright material to students independently of the Electronic Readings Service.

Policy and compliance issues
Staff are strongly encouraged to use the Electronic Readings Service (ERS), as it offers a number of benefits over all other methods of providing students and staff with access to reading materials, including:

- reduced copyright compliance risks;
- improved quality of reading materials;
- improved access to reading materials;
- free online access to reading materials;
- ability to provide direct links to subscription materials; and
- ease of linking content to online learning management systems.

Furthermore, you will not have to implement these procedures if you use ERS exclusively to supply third party copyright material to students. It is recognized, however, that in some circumstances it may not be possible or practical to supply materials through ERS. For example, you may wish to distribute a recent news item to students during a tutorial, or you may need to provide your students with materials such as lab manuals, in which the student is required to make notes. You must remember, however, if you wish to make third party copyright material available online you must use the Electronic Readings Service.

Procedures

If you do not wish to provide students with online access to third party copyright material you must:

- Comply with the copying limits. The amount you may copy of any given material for teaching purposes depends upon what you are copying. For information on the copying limits, please select a topic from the ‘Fast facts for teaching’ drop down box at http://www.library.uow.edu.au/copyright/index.html
• Ensure that all third party copyright material supplied by tutors and lecturers to students for a given subject complies with the copying limits. The copying limits do not apply to the individual who does the copying, but rather apply to the subject being taught in any given semester. For example, if a lecturer for LAW101 copied 10\% (totaling 2 chapters) from the book “Copyright Law in Australia” for LAW101 (autumn session) students, other staff teaching LAW101 cannot copy a different portion of that book for LAW101 students during that semester.

Consequently, you must keep a register of all third party copyright material supplied to students for each subject you are coordinating, if anyone other than you is teaching the subject and supplying students with third party copyright material. You will also need to keep a register if you are supplying some third party copyright material to students via ERS, and large amounts through other means, such as printed course packs. This way, you can ensure that the materials supplied to students via ERS and other means do not in combination total more than the allowable copying limits.

The best way to create a register is to set up a spreadsheet containing the following information:

- Material supplied by (eg, Dr Brown, ERS)
- Type of material copied, including: periodical publication; book; anthology; and sheet music.
- Title (eg book chapter title, journal article title)
- Publication’s bibliographic details (eg bibliographic details for book or journal article)
- Amount copied (eg 10\%, one chapter, a journal article)
- Comments

You will then need to sort the spreadsheet by “Type of material” and “Publication’s bibliographic details” in order to be able to identify whether the material intended to be supplied to students is copyright compliant.