



COPYRIGHT AGENCY LIMITED®

# Copying rights for educational institutions

Updated May 2011



## More information

Copyright Agency Limited  
Level 15, 233 Castlereagh Street,  
Sydney NSW 2000

Tel: 1800 066 844  
Fax: +612 9394 7601

Email: [info@copyright.com.au](mailto:info@copyright.com.au)  
Website: [www.copyright.com.au](http://www.copyright.com.au)

The Statutory Educational licence allows educational institutions to reproduce and communicate from any work for their educational purposes within the limits set out in the *Copyright Act 1968* (the Act). This includes, but is not limited to, reproducing and communicating from such varied sources as books and their accompanying ancillary items, journals, internet sites, CD-ROMs, musical works and artistic works.

The limits of the Statutory Educational licence are set out below.

## Copying limits — reproduction from a hardcopy original

The reproduction limits under the Statutory Educational licence for reproductions from hardcopy to hardcopy and reproductions from hardcopy to digital are:

- 10% of the number of pages or one chapter;
- all of an item in an anthology, up to 15 pages;
- one article from a journal or more than one article if they relate to the same subject matter;
- the whole of an artistic work if it illustrates or accompanies text or music copied, or if it can not be separately purchased; or
- the whole of a work if that work cannot be obtained within a reasonable time at an ordinary commercial price.

## Copying limits — reproduction from a digital original

The reproduction limits under the Statutory Educational licence for reproductions from digital to digital or reproductions from digital to hardcopy are:

- 10% of the number of words or one chapter;
- one article from a journal or more than one article if they relate to the same subject matter;
- all of an artistic work;
- 10% of a musical work; or
- the whole of a work if that work cannot be obtained within a reasonable time at an ordinary commercial price.

## Communication limits

A communication is the making available of a work online. Some examples include posting the work on a secure intranet or internet site or emailing a work.

The limits for communication under the Statutory Educational licence are that no more than the limits set out above from one work may be made available at the same time.

## Copying in excess of the limits of the Statutory Educational licence

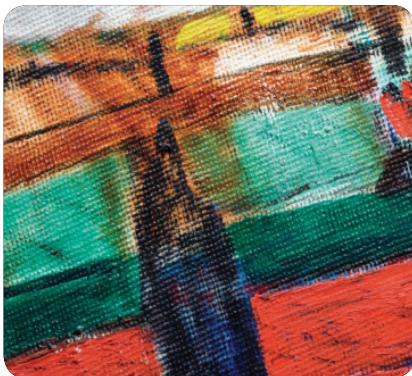
If you want to either reproduce or communicate a work in excess of the limits of the Statutory Educational licence, then you will need to obtain permission directly from the copyright owner.

Examples:

- **artistic works:** maps, illustrations, drawings, pictures;
- **dramatic works:** plays, script;
- **literary works:** short stories, text, poem;



COPYRIGHT AGENCY LIMITED®



#### More information

Copyright Agency Limited  
Level 15, 233 Castlereagh Street,  
Sydney NSW 2000

Tel: 1800 066 844  
Fax: +612 9394 7601

Email: [info@copyright.com.au](mailto:info@copyright.com.au)  
Website: [www.copyright.com.au](http://www.copyright.com.au)

- **anthologies:** books of readings, collections of works;
- **periodical publications:** newspapers, magazines, journals; and
- **musical works:** sheet music.

## Copying obligations for educational institutions

When an educational institution electronically copies and/or communicates works, the following notice must be given with the work:

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been reproduced and communicated to you by or on behalf of [insert name of institution] pursuant to Part VB of the *Copyright Act 1968* (the Act).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

and;

- the institution must take all reasonable steps to ensure that each communication can only be received or accessed by persons entitled to receive or access it i.e. teachers or persons receiving educational instruction from the institution.

When making reproductions available online or emailing, this notice should be readable prior to reading the reproduction. If you can't change the document to contain the notice the best approach would be to:

- for online, make the notice available as a separate window that should be read prior to the communication (i.e. the "I accept" windows); or
- use 'Frames' on the intranet site so it can appear simultaneously (i.e. divides up the screen); and
- for emails, include the notice in the body of the email or as a separate attachment.

Finally, as with photocopying, it is important to recognise that the creator has a moral right of attribution of authorship. Copies should include the title of the work and the names of the author and publisher (where known).

## Further obligations

Copying can only be conducted for educational purposes. It is the educational institution's responsibility to ensure that any material copied and communicated cannot be accessed by unauthorised parties. Measures could include posting material to an intranet as opposed to an internet site, or making the material password protected. It's also important to develop a procedure to remove material made available online when it is no longer needed.

## Who is CAL?

Copyright Agency Limited (CAL) provides simple ways for people to reproduce, store and share words, images and other creative content, in return for fair payment. In doing so, it connects the creators, owners and users of copyright material.

## Code of Conduct

CAL is a signatory to the Code of Conduct for Copyright Collecting Societies (the Code). It is designed to ensure that the rights of all members and licensees are clearly stated, and that the operations of collecting societies are transparent and accessible.

The Code includes requirements for the Complaints Handling and Dispute Resolution procedures that collecting societies must follow. The Code and these procedures are available from CAL's website and on request.