

COPYRIGHT POLICY AND PROCEDURES

Copyright Policy

Rationale:

- To allow justice for authors and creators of work
- To apply copyright law, copyright protection and the legal requirements of licensing agreements

Policy Statement:

- To acknowledge the importance of following the legal requirements of licensing agreements with regards to print, off air or digital media

Audience:

- Staff and community

Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2nd Edition*
- *Copyright agreements for schools – Statutory licence for educational institutions (Copyright Act 1968)*
- *Australian Copyright Council (www.copyright.org.au)*
- *eIFL-IP Advocacy for Access to Knowledge : copyright and libraries (www.eifl.net)*
- *Copyright Agency Limited (CAL)(www.copyright.com.au)*
- *A manual for developing policies and procedures in Australian school library resource centres*

Date of ratification:

- February 2009

Date of review:

- December 2011

Copyright Procedures

List of Agreements

- Copyright agreements for schools – Statutory licence for educational institutions (Copyright Act 1968)

Professional Development

- Keep staff updated on their copyright responsibilities
- Attend external copyright in-services

Guidelines

- Within copying rights, we can copy any literary, dramatic, musical or artistic work – everyone, worldwide
- The purpose of copying must be for the educational institution, for both staff and students
- An institution may make copies on their premises or have the copying undertaken at another location
- We do not have to own the resource
- There is no limit to the number of copies you make
- Different copying rights apply to copying for a person with a print or intellectual disability (see you librarian for advice)
- 10% of the number of words can be reproduced from electronic originals
- One article (or more of the same subject matter) can be copied from periodical publications (newspapers, magazines and journals)
- 10% of all musical works can be copied (sheet music)
- All of an artistic work (maps, illustrations, drawings and pictures)
- 10% of the number of pages per edition of a book or other separately published work may be copied
- One chapter per edition of a book or other separately published work may be copied
- The whole or part of a literary or dramatic work in a published anthology of works may be copied, if that work comprises not more than 15 pages of that anthology

**Please see other publications and websites for more detail or specifics relating to copyright