



Unit Readers in Print Format

Most unit readings are provided to students under the Copyright Agency Limited (CAL) Licence, which covers the copying and communication of literary, dramatic, and artistic works, in both print and digital formats.

In return for the licence fees, staff can copy and distribute readings to 'authorised users' (i.e. enrolled students) without having to contact individual copyright owners to seek authorisation – and pay – for the use of their work. Materials used according to the licence are thus known as 'third party unauthorised' works/materials.

The licence makes requirements regarding, for instance, the proportion of a work that can be copied, as well as an obligation on the University to participate in regular surveys of the materials used.

Reasonable portion provisions must be observed for any third party unauthorised copyright material used according to the CAL licence, e.g.:

- 10% or 1 chapter of a book - whichever is greater;
- one article from an issue of a periodical – two or more may be used if they concern the same (narrowly specified) topic as the first;
- any item of fewer than 15 pages from an anthology.

Equivalent limits also apply to material sourced from the internet:

- 10% of the words in an unpaginated electronic literary or dramatic work is considered to be a 'reasonable portion' to copy;
- one article from an issue of an online periodical such as an e-journal, e-zine, or online newspaper may be copied – two or more articles may be copied if they concern the same topic as the first.

However, please be aware that some licences, subscriptions, and/or 'click-through' terms of agreement applying to online databases, websites, commercial CD-ROMs, and other digital resources may not allow any copying of their materials, and may override the Copyright Act and statutory licences such as the CAL licence.

On the other hand, some websites grant educational institutions permission to reproduce their contents for free: always check the site's copyright statement.

Images - illustrations, photographs, maps, diagrams, graphs, etc. – that are intrinsic to a text being reproduced from hardcopy under the licence can also be included in a reader.

NB under the licence staff can download and use any image from the internet for the educational purposes of the university e.g. on the cover or within the pages of a reader.

Attribution of each item (including images) must accord with standard academic practice. This is a Moral Rights requirement as well as a licence requirement.

Any charge to students for provision of the reader must be only on a cost recovery basis.

You can also include third party works in a reader when:

- the copyright is owned by the University;
- the material has been supplied to the University with a licence to copy;
- the material is in the Public Domain;
- the copyright owner authorises use of their work (e.g. unpublished work, student work, emails, conference papers, etc.) either by written permission (which must be noted on the item, with a copy kept for records) or through an appropriate licence such as **Creative Commons 2.5**.

The above materials do not fall under the Licence and do not need to be reported during the CAL survey.

NB Teaching materials for students at off-shore partner institutions

The CAL licence applies only to activities that take place within Australia – it does not cover the reproduction of individual readings or a Unit Reader or a CD-Rom of readings when that reproduction is undertaken offshore.

Unless the required number of readers are printed in Australia, or the partner institution subscribes to their national equivalent of the CAL licence, **all 'third party unauthorised' materials for students off-shore are to be delivered via ECMS** – the partner institution will provide access and printing facilities for students to download the items.

Some other useful information sheets on the copyright website:

- Copyright Overview for Staff
- Duration of Copyright
- Making Handouts for In-Class Teaching
- Offshore Teaching Materials and Copyright
- Out-of-Print Copyright Works
- Reasonable Portion of Material to Copy

For information about printing readers consult Murdoch Print at:

<http://print.murdoch.edu.au/>

For advice on any copyright matter, please contact the Copyright Coordinator on 9360.7491 or at copyright@murdoch.edu.au