



**DEFINITION OF A ‘REASONABLE PORTION’ OF MATERIAL TO COPY**

Broadly speaking, a ‘reasonable portion’ of a copyright literary, dramatic, or musical work (this means the score, not the lyrics or a recording) is defined as 10% of a whole work (providing the work is more than ten pages), or one chapter of a work divided into chapters.

**NB to staff:** when relying on the CAL licence, any material - whatever its origin - must only be copied for the educational purposes of the University.

**Copying from hardcopy to hardcopy**

The table below is not exhaustive but may be useful when copying hardcopy to hardcopy: e.g. copying a printed item for a printed handout, or for inclusion in a printed unit reader:

ITEM	HOW MUCH CAN YOU COPY
<b>A book, poem, play, etc. longer than 10 pages</b>	Up to 10% of the pages or one chapter - whichever is greater.
<b>An article in a journal or other periodical</b>	One article from any one issue of a periodical publication (journal, magazine, etc.) <ul style="list-style-type: none"> <li>• When copying under the CAL licence (i.e. for educational purposes): you may copy more than one article from an issue only if they relate to the same subject matter.</li> <li>• When copying as a Fair Dealing for research or study (i.e. as an individual): you may copy more than one article from an issue if all are required for the same research or course of study.</li> </ul>
<b>A work in an anthology such as a collection of essays, stories, plays, or poems.</b>	One literary or dramatic work of fewer than 15 pages. If the item in the anthology is more than 15 pages in length then you may copy up to 10% of the total pages of the anthology.
<b>An image</b>	Any image which accompanies text being copied: e.g. a diagram or other illustration which is integral to the explanation of the text. A stand-alone image which is not separately published; an image which is not commercially available within a reasonable time at an ordinary commercial price.

## Copyright and the Internet

Material on the web is nearly always protected by copyright even if that is not immediately obvious. Check the website for any conditions regarding the copying of material. The site's material may be further protected by a subscription agreement or click-through terms of use. Providing the URL of a website is an alternative to copying and is not subject to copyright legislation.

### A 'reasonable portion' when copying from an electronic work to hardcopy

If you are copying text from an electronic work to hardcopy the quantities are the same as above; if the work is not paginated then the limit is 10% of the words. But, be aware that licences, subscriptions, and/or 'click-through' terms of use applying to online databases, CD-Roms, other digital resources, websites, etc., may not allow any copying of materials, and may override the Copyright Act and statutory licences.

### Copying images from the Internet

**Staff** who are copying under the CAL licence may copy any stand-alone artistic work - such as a photograph or diagram - from the Web without checking if it is commercially available (unless you have undertaken not to, through a subscription or click-through terms-of-use agreement, for instance).

**Students** can usually copy images from a website under the Copyright Act's provision for 'fair dealing for research and study'. However, be aware of any subscription agreement or click-through licence which may prohibit this.

### Copying images from a database

A database's contract overrides provisions of the Copyright Act such as 'fair dealing'.

Although many sites make statements similar to this one (which would cover a student's use for an assessment exercise): *You may print or download Content from the Site for your own personal, non-commercial use, provided that you keep intact all copyright and other proprietary notices...* you should always check the specific terms of the database/site to see if there is express permission for 'personal', 'non-commercial', or 'educational' uses.

## COPYING FOR ELECTRONIC DELIVERY/COMMUNICATION

Staff should be aware that the legislation for copying material for electronic delivery is stringent. Whilst the hardcopy communication limits apply to individual units, under the electronic communication limits only one 'reasonable portion' of any work may be available electronically across the University's network at any time.

At Murdoch University electronic delivery of copyright protected materials is managed by the Library through the Electronic Course Materials Service (ECMS/eReserve).

Please visit the ECMS site at <http://www.lib.murdoch.edu.au/for/staff/ecmsguide.html> or contact the Library Reserve staff on 9360.2745 or at [reserve@murdoch.edu.au](mailto:reserve@murdoch.edu.au)

## COPYING WITH THE COPYRIGHT OWNER'S PERMISSION

The limits above do not apply if you have written permission from the copyright owner to copy and/or communicate a work.

See also:

[Copying Text and Images from the Internet & Fair Dealing with Copyright Materials](#)