



## MAKING HANDOUTS FOR IN-CLASS TEACHING

### Making copies of reasonable portions

The Copyright Act and licensing schemes allow Murdoch University staff to make multiple hardcopy reproductions, i.e. handouts, of a reasonable portion of a published literary, dramatic, artistic, or musical work, for teaching purposes. Broadly speaking, a reasonable portion is up to 10% or 1 chapter of a book, or one article from a periodical (unless second and subsequent articles are on the *same* topic, in which case you may also copy those).

### Making copies of insubstantial portions

Under another provision of the Act, S.135ZG, staff may also make multiple hardcopy reproductions (not electronic) of an insubstantial portion of literary and dramatic works without payment.

### Defining an 'insubstantial portion'

An 'insubstantial portion' is considered to be no more than:

- 2 pages of work in an edition of up to 200 pages
- 1% of the pages in an edition of more than 200 pages

It should be noted that, because a whole work may never be copied under this provision, even if a work is 2 pages or less it may not be copied in its entirety.

### Restrictions on copying an insubstantial portion

This provision of the Act (i.e. S.135ZG) requires that, in the case of hardcopy reproductions:

- the copying must take place at the institution using the material
- the copies must only be used for the educational purposes of enrolled students in a particular unit
- no other copy be made from the work, by the same user, within 14 days (This applies only to the individual work; if it is part of an anthology for instance, insubstantial portions of other works from the same anthology may be copied by the user within the 14 days.)

**NB:** only one electronic copy of an insubstantial portion may be reproduced and must be placed in ECMS/e-reserve. Other staff members wishing to access this for their own teaching may, given that it is available on ECMS, provide a link to the required item.

### Referencing of an insubstantial portion

Standard academic citation should be observed; and, although not explicitly required under the provision, the date of copying and the provision under which it is made (S.135ZG) should also be noted.