



## **Making copies of works for students with a print disability**

The Copyright Act allows educational institutions to copy and communicate third party copyright literary and dramatic works in order to assist people with a print disability.

These copies may be made in various formats: large print; Braille; talking book; cd-rom; photographic; electronic.

## **How much may be copied?**

A whole work may be copied for a student with a print disability, providing that it is not commercially available in the required format.

## **Copies of unit readers and textbooks**

For information and assistance with copying unit materials and textbooks please phone the Equity Office staff on 9360.6084 or email them at [equity@murdoch.edu.au](mailto:equity@murdoch.edu.au).

## **Copies of journal articles, reserve items, and other library materials**

For assistance with copying library materials please ring the library on 9360.2565; come to the Enquiry and Loans Desk just inside the library entrance; or make an **online request**.

You can also consult the **Library's online information** for students with a disability or medical condition, where there is information on available services - including copying - and where you can submit an **online request** detailing the assistance you require.

## Marking Copies

As well as the standard academic practice of stating author(s), title, page numbers, and publishing detail of the publication, copies of works made for students with a print disability must also carry:

- the name of the institution making the copy;
- a notation that the copy was made under s.135ZP of the Copyright Act 1968; and
- the date on which the copy was made.

## Record keeping

A **form** is available to report the details required under the Copyright Act:

- the date on which the copy was reproduced (e.g. photocopied, scanned, etc.);
- the date on which the copy was communicated (e.g. supplied to student/client, uploaded to server, etc);
- the name of person copying (for internal reference only);
- the format of copy (e.g. electronic, large print, cd-rom, etc.);
- the author, title, and other publishing detail of the publication, including its ISSN or ISBN;
- the pagination of the original work;
- the total number of pages copied; and
- whether you are reporting a reproduction or a communication, or both.

Please download and complete the **reporting form**, and give or send it to the Copyright Coordinator, Murdoch University Library, South St., Murdoch, WA 6150; or send it by fax: 9310.2780.

For more information on this or any other copyright matter, please contact the copyright coordinator on 9360.7491 or at [copyright@murdoch.edu.au](mailto:copyright@murdoch.edu.au)