



THE UNIVERSITY OF
MELBOURNE

UNIVERSITY COPYRIGHT OFFICE

Creating a Course Pack

Most subjects will provide students with a course pack of core or prescribed readings. Usually the readings in the course packs have been created by other people and are therefore protected by copyright. The Copyright Act 1968 allows material to be reproduced in course packs for educational purposes under the Part VB statutory licence. Certain conditions and limits apply.

What can you put in a course pack?

The statutory licence allows literary, artistic, dramatic or musical works to be included in a course pack. Common examples include:

- Journal or newspaper articles
- Chapters or extracts from books or plays
- Essays, short stories, poems etc
- Sheet or notated music
- Web pages
- Images such as photographs, paintings, diagrams, figures, graphs, etc.

Can I include the entire work?

There are limits on the amount of a work that can be included.

- For literary, dramatic or musical works only 1 chapter or 10% can be reproduced, whichever is greatest. You can copy more than 10% or 1 chapter if:
 - it is out of print
 - it is a published edition¹
 - it has never been published or separately published, i.e. is only available as part of a collection
 - it is not commercially available at a reasonable price in a reasonable time
- For journal or newspaper articles, you can reproduce 1 article from a journal or newspaper issue or 2 or more articles from the same issue if it's for same subject.
- Images, or artistic works, are considered whole works so the '10% rule' does not apply. You can reproduce an image from a print or electronic source so long as it is not separately available for purchase.

Do I need to include citations?

You must include full & accurate citations for all material that are reproduced in the course pack. The citations should be located near each work and should include:

- name of the author
- title of the work, i.e. title of the chapter or journal article
- title of the source, i.e. title of the book or journal
- full publication details, i.e. place or publication, name of publisher and year of publication
- ISBN (if known)
- range of pages copied, e.g. pp.1-15

¹ A 'published edition' refers to the printed edition of a literary, dramatic or musical work where copyright has expired and therefore is in the public domain, e.g. a play by Shakespeare, or a concerto by Mozart. Copyright applies to the published edition but only protects the typographical arrangement and layout.

This is a legal requirement of the Copyright Act. Authors and creators have moral rights which include the right to have their work correctly attributed to them.

You can also include the citations as a contents and acknowledgments page at the beginning of the course pack.

Are there any other marking requirements?

You must also prepare a cover for the course pack which includes:

- the name of the department
- the subject name and number
- a description of the purpose for which the materials are made (e.g. Tutorial Readings, Semester 2, 2007), and
- a statement in relation to copyright in the following form and size should appear on the front cover:

THIS COMPILATION OF STUDENT READING MATERIAL HAS BEEN MADE IN ACCORDANCE WITH THE PROVISIONS OF PART VB OF THE COPYRIGHT ACT FOR THE TEACHING PURPOSES OF THE UNIVERSITY.

FOR USE ONLY BY THE STUDENTS OF THE UNIVERSITY OF MELBOURNE ENROLLED IN THE SUBJECT: [subject name and code]

How many copies can I produce?

You can make as many copies as needed to cover the number of students in the subject as well as some additional spare copies. For example, if there are 250 students in the classes, you could make 260 copies.

The licence also allows copies to be made for the Library to be placed on reserve.

How much can I charge?

You are permitted to charge for the course pack so long as it's only for cost recovery.

Readings Online can help!

Readings Online is a service that can make your reading materials available online via the LMS. Simply provide a reading list to Readings Online and they will do the rest. For more information: <http://readings-online.unimelb.edu.au/>

More Information

- Overview of Copyright - <http://www.unimelb.edu.au/copyright/information/overview.html>
- Guidelines for Using Copyright Material for Educational Purposes – Hardcopy material - <http://www.unimelb.edu.au/copyright/information/guidelinesedpurp.html#hardcopy>
- Contact the Copyright Office - <http://www.unimelb.edu.au/copyright/contact.html>

This guide prepared and written by:
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