



THE UNIVERSITY OF
MELBOURNE

UNIVERSITY COPYRIGHT OFFICE

Do-It-Yourself & Online Course Material

Readings Online is a service provided by the Library and the Copyright Office that makes copyright material readily available via the LMS for access by students 24X7X52. Readings Online will source course material, digitise print material; making it easy for academic staff to provide course material online to students. The service will also manage the copyright requirements associated with putting course material online. All you need to do is provide a reading list to Reading Online and the team will take it from there!

Visit the Readings Online website <http://readings-online.unimelb.edu.au/> to express your interest.

Some staff may prefer to organise their own course material. This guide outlines the steps required for copyright compliance. You can locate the required course material in the library using Discovery. If the Library does not hold the required item, contact the Library <http://www.lib.unimelb.edu.au/inquiry/index.html> and request a copy be purchased. Alternatively, it may be possible to organise an interlibrary loan of the item if it is not available for purchase - <http://www.lib.unimelb.edu.au/services/ill/>. If material is only available in print format, it can sometimes be digitised depending upon copyright restrictions.

Using Your Own Material

You may choose to make lectures notes or course material that you have created available on your LMS. Copyright applies to and protects any course materials that you create. Under the University's IP statute, copyright in all teaching material is owned by the University, although academic staff own copyright in their scholarly works.

If lecture notes or teaching material are completely your own work, you do not need to do anything to ensure that they are protected by copyright – protection is automatic. It is recommended that all teaching material is clearly marked with a title, subject name and code, and the name of the creator. It is also good practice to include a copyright statement, e.g. © University of Melbourne 2008. If you are putting the material online, you may wish to consider making the document a pdf to protect the integrity of the document.

If your lecture notes include material created by other people, known as third party copyright material, e.g. extracts or images, then you need to follow steps 1-5 below for making copyright material available online. If you are only include a quote or a very brief extract from a work, you may only be using an insubstantial portion. Determining what an insubstantial portion is can be difficult as it is not based on a specific number or words or percentage of the overall work, but rather how distinctive or important the portion is. If you are using an insubstantial portion, you only need to cite the work used. If in doubt, as to whether the portion you wish to use is insubstantial, follow steps 1-5 below.

Making Print Material Available Online

If you wish to make copyright material available online for educational purposes, it is a requirement of the Copyright Act that the following conditions are met.



Step 1 - Limit the amount copied

Limits apply to the amount of a work that can be placed online.

- **Journal Articles** – 1 article from a journal issue, 2 or more articles from the same issue if they are on the same topic. Additional restrictions apply to using e-journal articles, see *Using Electronic Material* below.

- **Books, sheet music, plays & other text material** – 10% or 1 chapter whichever is greatest. You can have more than 10% if the item is not commercially available within a reasonable time at a reasonable price, for example if the book is out of print.
- **Images** – Images from a print source can be used in full if not separately available for purchase. Electronic images can be used in full, there is no need to check whether they are separately available.

These limits apply to both electronic and print material. For other types of material, for example recorded music & films see the section below on multimedia material.



Step 2 – Cite all material used

You should cite all material with a full bibliographic citation.

- Citations should include the author, title, publication date & source of the item, e.g. book, journal, website etc.
- You can use any bibliographic style that you wish. For further information on referencing material see: <http://www.lib.unimelb.edu.au/cite/index.html>
- See *Figure 4 – Inserting a word version of the warning notice into a pdf* below for an example of a citation



Step 3 – Include a Copyright Warning Notice

You must include a copyright warning notice on material.

1. Go to <http://www.unimelb.edu.au/copyright/notices/>
2. Click on the link for *Notice for electronic communication of copyright text, images, notated music etc.* <http://www.unimelb.edu.au/copyright/notices/index.html#vb>
3. Click on the links for either the jpeg or word versions of the notice as required. The word version allows a citation to be added.
4. How the notice is inserted will depend on the type of document. Outlined below are instructions for inserting the notice into a PowerPoint presentation, word document and pdf document.
 - The notice should appear before any copyright material is displayed.
 - If there are multiply copyright items, the notice need appear once.
 - The notice can also be easily inserted into webpage as a jpeg using Dream weaver.

PowerPoint presentation

1. Open the PowerPoint and insert a blank slide at the beginning of the slide sequence
2. Select the jpeg version of the notice and then right click to copy the image
3. Paste the notice on to the blank slide as shown in Figure 1.
4. Save and close the PowerPoint document.

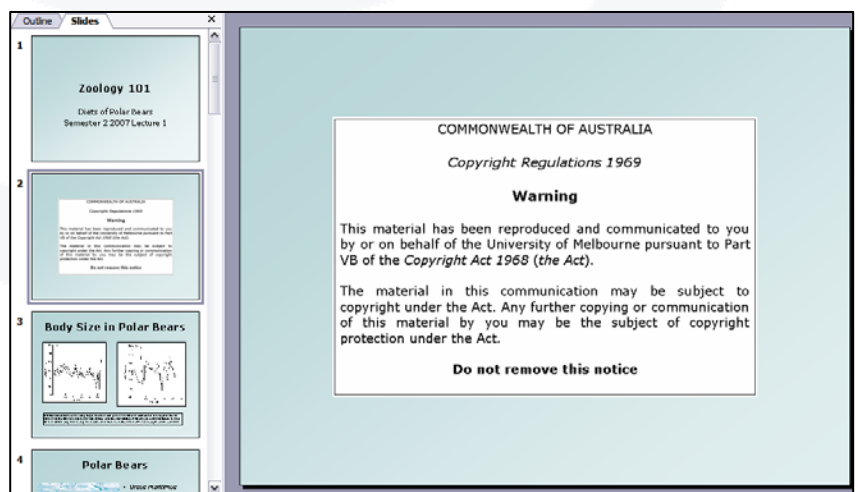
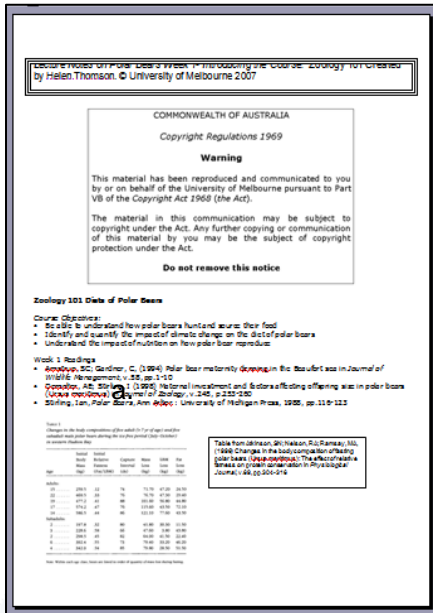


Figure 1 - Inserting the Copyright Warning Notice into a PowerPoint. The notice is inserted on a blank slide before any images are shown.



Word Document

1. Click on the link for the word version of the notice. (You may choose to either open the notice or save it and then open it)
2. Either open the notice and begin creating word document or to insert the notice into an existing word document: open the word document, open the notice in word, cut and paste the notice into the existing word document.
3. Enter a citation in the text box as required or delete the text box.
4. Save & close document.

Figure 2 - Including the Warning Notice in a word document. Again the notice appears before any copyright material. The word document also allows a citation to be included.

PDF Document (you will need access to Adobe Acrobat Professional or other pdf writing software)

You can insert either the jpeg or word version of the notice into the pdf depending whether or not a citation is required. For example, in a journal article there may be sufficient information on the journal front page that a citation may not be required and then the jpeg version can be inserted. If a citation is required use the word version of the notice.

1. To insert the jpeg notice:
 - a. Open the pdf document.
 - b. Click on the link for the jpeg notice or go to http://www.unimelb.edu.au/copyright/notices/electroniccommunicationnotice_vb.html right mouse click on the image and save a copy of the image
 - c. Insert the jpeg into the pdf document. In Adobe Acrobat, select *Document* from the menu bar, and then insert pages. Browse to locate the jpeg file, select it and then click on select.
 - d. At the *Insert Page dialogue* box, change the settings to insert the jpeg before the first page and then click OK
 - e. Save and close the pdf.

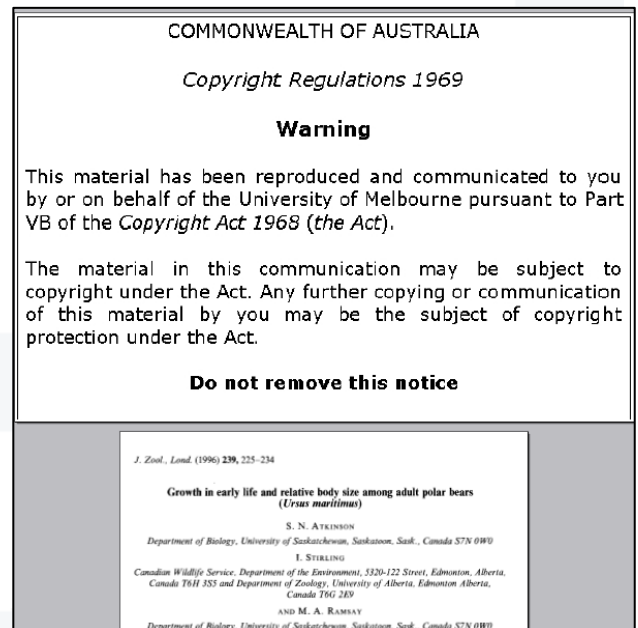
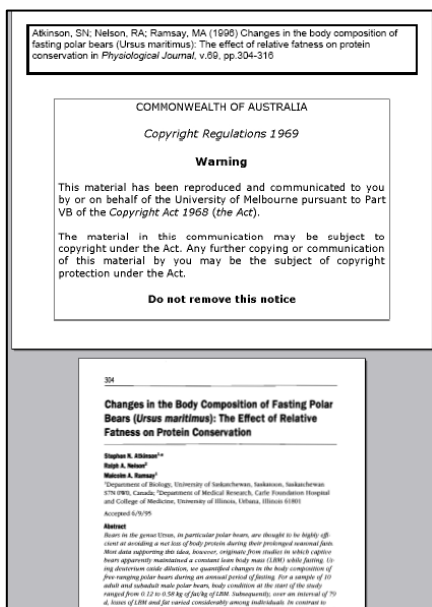


Figure 3 - Inserting a jpeg version of the warning notice into a pdf. A citation is not required because all bibliographic details are included in the header of the journal article



2. To insert the word version of the notice:

- a. Click on the link for the word version, open the file
- b. Enter the citation details as required
- c. Save a copy of the word file and close it
- d. Open the pdf document
- e. Insert the word version of the copyright notice into the pdf document. In Adobe Acrobat, select *Document* from the menu bar, and then insert pages. Browse to locate the word file, select it and then click on select.
- f. At the *Insert Page dialogue* box, change the settings to insert the word document before the first page and then click OK
- g. Save and close the pdf.

Figure 4 - Inserting a word version of the warning notice into a pdf



Step 4 – Register material with the Copyright Office

Register any journal articles, book chapters or portions, or portions of sheet music, plays & other text material and any images, photographs, graphs, maps, & other artistic works with the Copyright Office. There is no need to register material that you are linking to such as websites or e-journal articles.

1. Go to <http://www.unimelb.edu.au/copyright/register/>
2. Download and complete the spreadsheet (as shown in Figure 5):
 - o *Contact details* – Your name, email address and phone number
 - o *Date material first communicated* – the date material was made available on LMS
 - o *Type of count* – e.g. is the item paginated or non-paginated such as a webpage
 - o *Amount posted online* – the page numbers of the journal article, chapter or portion of the work.
 - o *Title of publication* – the book or journal title
 - o *Date of publication* – year of publication for books etc. or the volume & year for journal articles
 - o *Title of work* – title of the journal article or the book chapter
 - o *Author name_publication* – author/s of the book, leave blank for journals
 - o *Work author/s* – author of the journal article or book chapter
 - o *Publisher name* – leave blank for journals
 - o *ISBN/ISSN* – Enter the ISBN for books or the ISSN for journals
 - o *Comments* – Enter any other information if required
3. Registration is valid for 12 months. The Copyright Office will email you to reregister material for a further 12 months if it is still required. If the material is not being used, it should be removed from the LMS.

Figure 5 - Example of Copyright Registration Spreadsheet

| Amount posted online | Title of Publication | Date of Publication | Title of Work |
|----------------------|--|---------------------|---|
| 473-482 | ARCHIVES OF ENVIRONMENTAL CONTAMINATION AND TOXICOLOGY | v.53 no.3, 2007 | Trace element concentrations in livers of polar bears from two populations in Northern and Western Alaska |
| 423-443 | JOURNAL OF ZOOLOGY | v.272, no.4, 2007 | Evolutionary implications of bite mechanics and feeding ecology in bears |
| 596-608 | CANADIAN JOURNAL OF ZOOLOGY-REVUE CANADIENNE DE ZOOLOGIE | v.85, no.5, 2007 | Variation in winter diet of southern Beaufort Sea polar bears inferred from stable isotope analysis |
| 997-1002 | POLAR BIOLOGY | v.23, no.11, 2006 | Fleecent observations of intraspecific predation and cannibalism among polar bears in the southern Beaufort Sea |
| 247-259 | ARCTIC | v.58, no.3, 2005 | Allocating harvests among polar bear stocks in the Beaufort Sea |
| 1571-1584 | MOLECULAR ECOLOGY | v.8, no.10, 1999 | Genetic structure of the world's polar bear populations |
| 253-260 | JOURNAL OF ZOOLOGY | v.245, no.3, 1998 | Maternal investment and factors affecting offspring size in polar bears (<i>Ursus maritimus</i>) |
| 65-72 | JOURNAL OF ZOOLOGY | v.245, no.1, 1998 | Geographic variation in growth of polar bears (<i>Ursus maritimus</i>) |
| 225-234 | JOURNAL OF ZOOLOGY | v.239, no.2, 1996 | Growth in early life and relative body size among adult polar bears (<i>Ursus maritimus</i>) |
| 304-316 | PHYSIOLOGICAL ZOOLOGY | v.69, no.2, 1996 | Changes in the body composition of fasting polar bears (<i>Ursus maritimus</i>): The effect of relative fatness |
| 559-567 | FUNCTIONAL ECOLOGY | v.9, no.4, 1995 | The effects of prolonged fasting of the body-composition and reproductive success of female polar bear |
| 1-10 | JOURNAL OF WILDLIFE MANAGEMENT | v.58, no.1, 1994 | Polar bear maternity denning in the Beaufort sea |
| 64-89 | Bears of the world | 1988 | Polar Bears: Nomads of the Arctic Ice |
| 1-26 | Elephant seals: population ecology, behavior, and physiology | 1994 | Elephant seals: An introduction to the genus |
| 211-223 | Elephant seals: population ecology, behavior, and physiology | 1994 | Diet of the northern elephant seal |
| 116-123 | Polar bears | 1988 | |



Step 5 – Restrict Access

- Access to copyright material must be restricted to students and staff, therefore any course material should only be made available via an LMS.
- External users can be given access if they are assisting with teaching or administering the subject. If external users are not assisting with teaching or administering, you must make sure that they cannot access any third party copyright material.
- Under no circumstances, should copyright material be made available on an open website.
- For further information about using the LMS go to <http://www.lms.unimelb.edu.au/>

Using Electronic Material

Library Resources on Discovery

Lots of material that you may want to use in your course will be available via the Library on Discovery or freely available on the web. Use of resources on Discovery is often subject to a licence agreement between the University and the database. Many of these licences will not allow pdfs of journal articles to be downloaded and placed on the LMS for students to access.

If it is essential that you have a copy of the item, e.g. a pdf of a journal article, directly on your LMS for a specific reason, e.g. remote students, you can digitise the print article and make that pdf available. Alternatively, please contact the Copyright Office for assistance.

Otherwise, if you want to use resources on Discovery, it is preferable to create a link to the item. It is recommended that you use the OpenURL generator to create a stable link to the item.

To create an OpenURL:

1. Go to the OpenURL generator - <http://app1.lib.unimelb.edu.au/OpenURLGenerator/>
2. Click on the tab for the required item, e.g. article, journal, book etc.

- Fill in the necessary fields. To create a link that will go directly to the article, rather than a contents page or a journal home page, it is recommended that you fill in article title, journal title, issn, date (year), volume & issue number, start page number and author surname.

Figure 6 - Creating an OpenURL

- Click Submit.
- A new window will open with the Open URL. It is recommended that you test the link by clicking on **OpenURL Preview** to make sure that it goes to the requested item.
- Cut and paste the link into your LMS website.
 - TIP** – To easily cut & paste the full link, right mouse click on the link that appears in *OpenURL Preview* and then select **Copy link location**.

Webpages

There are many resources that are freely available on the web that can be used for teaching purposes. It is recommended that you link to a webpage via the LMS rather than reproduce the webpage on your LMS site. There are no copyright issues involved in linking. However, it is important that you do not link to infringing websites, as this may be seen as authorising copyright infringement and is illegal.

If you must reproduce a webpage or other item on your LMS, you should consider the following:

1. Read the terms & conditions of the website.

- If the website permits educational or non-commercial use then you can use as much of the website as you like or as permitted under the terms & conditions. However, you must still acknowledge and attribute any material used from the website. For example see *Smithsonian National Museum of Natural History* <http://www.mnh.si.edu/mna/image_info.cfm?species_id=418> and <<http://www.si.edu/copyright/>>
- If the terms & conditions do not state that the website can be used for educational or non-commercial use, or if there are no terms & conditions listed on the website, then you can still use the material on the website for educational purposes as permitted under Part VB of the Copyright Act. You may reproduce 10% of the number of words of any text and any images in full. You must also abide by the other requirements for making material available for teaching purposes as described in steps 1-5 of this guide. For example *Polar Bears International* <http://www.polarbearsinternational.org/bear-facts/>
- There are no licences or provisions in the Copyright Act to use multimedia material such as films or sound recordings available from websites for educational purposes. If you wish to use these items you must seek permission from the copyright owner.

2. Do not use infringing material

- Infringing material is material that has been made available on the web without the copyright owner's permission. Some possible indicators of infringing material are:
 - Lack of proper attribution
 - Lack of a copyright statement or a clear statement of ownership
 - Poor quality of material
 - Material that is available for free when you would normally pay for it. Some copyright owners may choose to make material available for free download, e.g. some music or episodes of a TV show, however if they are legal copies they will be accompanied by clear copyright statements and ownership. If you find a website that has lots of music freely available for download that looks too good to be true, it probably is.
- If in doubt about whether or not material is an infringing copy do not use or link to it.

Using Multimedia Material

The Off Air Recording Service is a service provided by Digital Media Services & Information Services that makes radio and TV broadcasts, as well as podcasts of broadcasts readily available for use by students. The Off Air Recording Service can source the required broadcast and then make it available either in hard copy or it can be streamed on the LMS. The service will also manage any copyright requirements associated with recording the broadcast. All you need to do is provide Digital Media Services with the details and the request.

Visit the Off Air Recording Service website http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html for further information or to make a request.

Staff may also make their own recordings of broadcasts, provided that they follow the steps required for copyright compliance.

In addition, the University has a Music Licence that allows limited use of recorded music for education purposes.

Recorded Music

Recorded music can be streamed under the Music Licence using the streaming server, so long as it complies with the conditions of the Music Licence <http://www.unimelb.edu.au/copyright/information/musiclicence.html>. Links from the streaming server can then be included on your LMS webpage.

Sheet music is not covered by the Music Licence. It can only be reproduced or digitised in limited amounts.

In addition, music that has been recorded from radio broadcasts can be made available on the LMS either for downloading or streaming.

- To stream music under the Music Licence, contact Digital Media Services http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html
- To digitise sheet music, you can either do it yourself as outlined in steps 1-5 above or contact Readings Online.
- To record a radio broadcast, contact Digital Media Services to use the Off Air Recording Service http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html
- If you wish to record a broadcast yourself, you must follow the marking and reporting requirements outlined at: <http://www.unimelb.edu.au/copyright/notices/broadcasts.html>

Digital Media Services will provide a link to your streamed recording that can be included in your LMS website.

Broadcasts

TV & Radio

Films, including TV programs, can only be streamed or made available for download on your LMS if they are a TV broadcast. Sound recordings, other than recorded music that is covered by the Music Licence, can only be used if they are part of a radio broadcast. Broadcasts can be made available for download or for streaming.

- To record a radio or TV broadcast, contact Digital Media Services to use the Off Air Recording Service http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html
- If you wish to record a radio or TV broadcast yourself, you must follow the marking and reporting requirements outlined at: <http://www.unimelb.edu.au/copyright/notices/broadcasts.html>

Digital Media Services will provide a link to your streamed recording that can be included in your LMS website.

YouTube

YouTube is a popular video sharing website. It is possible to link to material on YouTube for educational purposes. You should avoid linking to infringing material that is available on YouTube as that is authorising infringement and is itself a form of copyright infringement. Possible indicators of infringing material include lack of proper attribution as well as lack of a statement of copyright ownership.

Podcasts

The Part VA Licence which allows broadcasts to be recorded for educational purposes also covers podcasts or webcasts of broadcasts. These podcasts can be downloaded and made available on the LMS. The podcast must be of material originally broadcast. If the podcast was created exclusively for the web, you cannot download it to include on your LMS. Instead you can link directly to it. In addition, only podcasts from countries that have signed the Rome convention are eligible (see http://www.wipo.int/treaties/en/ShowResults.jsp?lang=en&treaty_id=17 for details)

- Contact Digital Media Services for assistance using podcasts http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html
- If you wish to download a podcast yourself, you must follow the marking and reporting requirements outlined at: <http://www.unimelb.edu.au/copyright/notices/broadcasts.html>

Podcasts from countries that are not signatories to the Rome convention or that are exclusive web podcasts can be linked to rather than downloaded.

Infringing Copyright

It is important that you do not infringe copyright in other people's work when creating teaching material or conducting your research or study. Make sure that you do not use infringing material, such as illegal music, movies and software from the internet. University Regulations prohibit copyright infringement. The University will take disciplinary action against staff & students found infringing copyright using University facilities or networks. Staff & students may also be liable for legal action from the copyright owners.

Further Information

- Copyright Office Website - <http://www.unimelb.edu.au/copyright/>
 - Overview of Copyright - <http://www.unimelb.edu.au/copyright/information/overview.html>
 - Preparing Material for Teaching <http://www.unimelb.edu.au/copyright/teaching.html>
- Contact the Copyright Office - <http://www.unimelb.edu.au/copyright/contact.html>

This guide prepared and written by:
Helen Thomson,
Manager, Copyright Office