



THE UNIVERSITY OF
MELBOURNE

UNIVERSITY COPYRIGHT OFFICE

Copyright & the LMS

All subjects now have an LMS page and many subject coordinators are choosing to make course material available on their LMS subject page. The Copyright Act 1968 allows copyright material to be communicated on the LMS for educational purposes under the Part VA & VB statutory licences.

Certain conditions and limitations apply that you must abide by:



Limit the amount communicated

There are limits on the types and amounts of material that can be communicated on the LMS.

- **Textual Material**, e.g. books, journal articles, sheet music, plays etc
 - 10% of the total number of pages or 1 chapter which ever is greatest. You can have more than 10% if the work is not commercially available within a reasonable time at a reasonable price, e.g. out of print or unpublished
 - 1 journal article from a journal issue or 2 or more if they are on the same topic. If using e-journal articles from Supersearch, you must link to them using OpenURL generator rather than downloading the pdf
 - If the work is a published edition¹, you may copy it in full
- **Images** - You can use an image from an electronic source, such as a website, or from a print source, such as a book so long as it is not separately available for purchase.
- **Websites** – It is recommended that you link to a website. If you must reproduce material from a website, check the terms & conditions to see what you are permitted to do. If there are no terms & conditions, how much you can use will depend on the type material, e.g. images or text.
- **Films** (including TV programs, documentaries, news programs etc) – You can not make a commercial DVD of a film available on the LMS, you can only use material that has been broadcast on TV.
- **Sound Recordings** (including interviews etc) - You can not make a commercial CD of a sound recording available on the LMS, you can only use material that has been broadcast on radio.
- **Recorded Music** – There are limited provisions to *stream commercial CDs* on the LMS under the music licence. See <http://www.unimelb.edu.au/copyright/information/musiclicence.html> You can also used recorded music from radio broadcasts
- **Podcasts** – You can make podcasts of TV & radio broadcasts available on the LMS, if the country of origin is a signatory to the Rome Convention. If not, or if the podcasts is a web exclusive, you may link to it instead.

For full details see: *Guidelines for Using Copyright Material for Educational Purposes* (<http://www.unimelb.edu.au/copyright/information/guidelinesedpurp.html>)



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>

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.



Include a Copyright Warning Notice

You must include a copyright warning notice on material. Copies of the copyright warning notice can be downloaded from: <http://www.unimelb.edu.au/copyright/notices/>



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You must register any journal articles, book chapters or portions, or portions of sheet music, plays & other textual material as well as all artistic works such as photos artworks, graphs, maps, etc. that you make available on your LMS page with the Copyright Office. There is no need to register material that you have only linked to such as webpages or e-journal articles.

Go to <http://www.unimelb.edu.au/copyright/register/index.html> to register material.



Restrict Access

Access to any copyright material communicated under the statutory licences must be restricted to students, therefore any course material should only be made available via an LMS. If you include third party copyright material on your LMS site, you can not make your LMS site open access for guest access. If you invite any external users to be part of your subject, you must ensure that they cannot access any copyright material.

Readings Online & the Off-Air Recording Service can help!

Readings Online is a service for academic staff that will provide electronic versions of materials that are prescribed on reading lists for students, so that material can be made available online via an LMS. Readings Online will also manage the copyright requirements on behalf of academics. For more information: <http://readings-online.unimelb.edu.au/>

The Off Air Recording Service can record broadcast material on behalf of academic staff to be used as teaching material. Recordings can be made available for download or streamed from the LMS. The Off Air Recording Service will also manage the copyright requirements on behalf of academics. For more information: http://www.infodiv.unimelb.edu.au/tss/learn/digital_services.html

More Information

- Overview of Copyright - <http://www.unimelb.edu.au/copyright/information/overview.html>
- Copyright & the LMS - <http://www.unimelb.edu.au/copyright/information/fastfind/lms.html>
- Guidelines for Using Copyright Material for Educational Purposes - <http://www.unimelb.edu.au/copyright/information/guidelinesedpurp.html>
- Do-It-Yourself & Online Course Material: an information guide - <http://www.unimelb.edu.au/copyright/information/guides/diyonlinematerialblue.pdf>
- Introduction to Copyright: an information guide - <http://www.unimelb.edu.au/copyright/information/guides/introguideblue.pdf>
- Contact the Copyright Office - <http://www.unimelb.edu.au/copyright/contact.html>

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