

# Copyright Policy

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## 1. Purpose

This policy outlines the general principles of copyright that staff and students at SIBT need to follow.

## 2. Application

This policy applies to all staff and students at SIBT.

## 3. Copyright Licence

In accordance with Part VB, (*Reproducing and Communicating Works etc. by Educational and other Institutions*) of the Copyright Act, SIBT has an agreement with The Copyright Agency Limited (CAL) to make multiple copies of certain amounts of published works for:

- use in connection with courses of study conducted by SIBT,
- administrative purposes, and
- use in connection with Continuing Education (fee-paying) courses conducted by SIBT

The licence covers both the making of photocopies and the digitising of materials for these purposes.

Print copies may be made for students, subject to the following restrictions:

- From a book - up to 10% or one chapter of the book, whichever is greater.
- From a journal or periodical - up to one complete article from any one issue of the journal or periodical. (If there are two or more articles on the same topic in the journal, then these may be copied, but the same topic restriction should be interpreted narrowly).
- From an anthology: works contained in the anthology which are less than 15 pages in length.

The limits referred to above should be applied per course. That is, regardless of how many members of the teaching staff are teaching a course in a given semester, no more than 10 percent of a work should be copied or electronically transmitted to students by those members of the teaching staff (when their copying is aggregated).

## 4. Definitions

- N/A

## 5. Related Documents

- Copyright Basics: <http://www.copyright.org.au/find-an-answer/>
- Copyright Agency Limited: <http://www.copyright.com.au/>
- Copyright Act 1968: <http://www.comlaw.gov.au/Details/C2010C00476/>
- Copyright Notice (see below)

## Notice to be displayed near photocopiers

### Copyright Notice

COMMONWEALTH OF AUSTRALIA  
*Copyright Regulations 1969*

#### WARNING

Copyright owners are entitled to take legal action against persons who infringe their copyright. A reproduction of material that is protected by copyright may be a copyright infringement. Certain dealings with copyright will not constitute an infringement, including:

- A reproduction that is a fair dealing under the *Copyright Act 1968* (the *Act*), including a fair dealing for the purposes of research or study; or
- A reproduction that is authorised by the copyright owner.

It is a fair dealing to make a reproduction for the purposes of research or study, of one or more articles on the same subject in a periodical publication, or, in the case of any other work, of a reasonable portion of a work.

In the case of a published work in hardcopy form that is not less than ten pages and is not an artistic work, ten per cent of the number of pages, or one chapter, is a reasonable portion.

In the case of a published work in electronic form only, a reasonable portion is not more than, in the aggregate, ten per cent of the number of words in the work.

More extensive reproduction may constitute fair dealing. To determine whether it does, it is necessary to have regard to the criteria set out in subsection 40 (2) of the *Act*.

A court may impose penalties and award damages in relation to offences and infringements relating to copyright material.

Higher penalties may apply, and higher damages may be awarded, for offences and infringements involving the conversion of material into digital or electronic form.

Amendment History

|                              |                  |                                      |
|------------------------------|------------------|--------------------------------------|
| <b>Department:</b>           | Academic         |                                      |
| <b>Approval Authority:</b>   | SMT              |                                      |
| <b>Approval Date:</b>        | 17 November 2014 |                                      |
| <b>Date for Next Review:</b> | February 2019    |                                      |
|                              |                  |                                      |
| <b>Revision Date</b>         | <b>Version</b>   | <b>Summary of changes</b>            |
| 17/11/14                     | 1                | New policy developed and implemented |
| 26/2/16                      | 2                | New format                           |
|                              |                  |                                      |