COPYRIGHT POLICY

Date issued: March 2014
Date to be reviewed: 2016

1. Copying of audio-visual materials. Except in the case of ABC broadcasts to schools listed in the schools programme, there will be no copying of audio-visual materials.

2. Single copies of reasonable portions of printed work. Any person may make a single copy of no more than 10% of 1 chapter of a printed work, provided that it is for study purposes. In the case of periodical, then no more than one article from any given issue may be copied. (Where a set of articles is intended to be read together, the set may be copied). It is not permitted to any one person to exceed the amount by successive copying on different occasions, nor to make a second copy on a different occasion. No records need to be kept.

3. Multiple copying of short pieces from a printed, published work. The copying must be for the purpose of a course provided in the school and must be done at the school. Musical and artistic works may not be done under this section, but illustrations which may be copied is as follows:-
   a) The copying of a whole work is not permitted, no matter how short. (eg. a poem of a few lines may not be copied), but a short work may be copied under section 3.
   b) Provided that a complete work is not copies, then it is permitted to copy either 2 pages or else 1% of the total number of pages in the publication, whichever is the greater. (The 1% option means that from 699 pages, only 6 are permitted). If the publication is a multi-volume edition, then the number of pages may be taken as the total number in the set.
c) After an interval of at least 14 days, the above concession may be repeated, with a further similar number of pages copies from each work.

d) All copying will have the name of the school and the date of copying.

4. Multiple copies of substantial parts of printed materials (Statutory Licence). The Act gives statutory licence to educational institutions to make multiple copies from printed publications, subject to certain restrictions and conditions. The Principal must approve such copying and must ensure that records of such copying are kept in the prescribed manner. Copyright owners are entitled to inspect records and to claim royalties.

This copying will involve some expense in addition to the actual cost of copying. It will be necessary for budgetary control to be imposed on any copying done under this provision, which is known as the Statutory Licence. This copying may be done only for school teaching purposes, but need not be done on the school premises. Each page of the copying must have the name of the school and date of copying. A record of all such copying must be made.

**Copying from Periodicals:**

If more than one copy of a complete article, or of more than two pages of an article, is needed then this provision applies.

**Copying from other Printed Materials:**

This section permits the copying of 1 chapter or 10% of a book. If a publication contains more than one work or contain multiple works (e.g. an anthology of poems) then the whole of the work may be copied unless the work is available as a separate article.

5. **Penalties for Non-Obersvance of the Law**

Copying for teaching purposes (maximum fine of $500.00).

The Principal is liable to be fined for:

a) Record missing from file
b) Record not in correct order
c) Failure to provide reasonable assistance and facilities to inspecting copyright – owner

The person immediately responsible is liable for:

a) Making a false or misleading record
b) Prematurely disposing of a record.