

Copyright and Screenrights Licence Policy

Queensland Institute of Business Technology Pty Ltd

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Document

Document Name	Copyright and Screenrights Licence Policy
Brief Description	This Policy outlines Griffith College's Copyright and Screenrights Licence Policy. This Policy applies to Griffith College staff and governs the use material which is subject to copyright licences
Responsibility	Academic Director
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Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
02/08/2017	4	Policy changes prior to December 2019 are found on H drive.	Academic Director

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

1.1 Introduction

This Copyright and Screenrights Licence Policy sets out the approach of Griffith College relating to the management of the use of Griffith College material which is subject to copyright licence.

1.2 Purpose

The purpose of this Policy is to provide an outline of Griffith College's Copyright and Screenrights Licence Policy.

1.3 Scope

This Policy has been prepared in accordance with the [Copyright Act 1968 \(Cth\)](#). This Policy applies to Griffith College staff and governs the use material which is subject to copyright licences.

2 Policy Statement

2.1 Copyright Licence

In accordance with Part VB of the [Copyright Act 1968 \(Cth\)](#), Griffith College 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 Griffith College,
- administrative purposes, and
- use in connection with Continuing Education (fee-paying) courses conducted by Griffith College

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:

2.1.1 Literary and dramatic works

- 10% of number of pages or one chapter of the book, whichever is greater;
- 10% of the number of words, where published electronically;
- all, if not published or published on its own;
- all, if not available within a reasonable period of time at an ordinary commercial price.

2.1.2 Periodical publications

- the whole, or part of an article, contained in any issue of a periodical publication; or
- the whole, or part of two or more articles, contained in any issue of a periodical publication if those articles relate to the same subject matter.

2.1.3 Anthologies

- the whole, or part of a literary or dramatic work, in a published anthology of works, if that work comprises not more than 15 pages of that anthology;
- 10% of the published anthology if it is greater than 15 pages.

2.1.4 Musical and dramatic works

- 10% of the published work, if it is not published on its own;
- the entire work, if not published or published on its own; and
- the entire work, if not available within a reasonable period of time.

2.1.5 Artistic works

- all of an artistic work

The limits referred to above should be applied per course, where material is distributed in hardcopy to students. That is, regardless of how many members of the teaching staff are teaching a course in a given Trimester, no more than the above guidelines, should be copied for students by those members of the teaching staff (when their copying is aggregated).

To recognise the moral right of ownership, copies should be marked with the title of the work and the names of the author and publisher (where known).

2.2 Use of Copies

A copy of any material cannot be lent to another institution.

Copies of hardcopy material (e.g. readings, texts) may be distributed to teachers and students within Griffith College for educational purposes only.

Griffith College does not have a screenrights licence and as a result the College is not able to use copies of any such material which may be available in the Griffith University Library. This restriction does not apply to original CDs, videotapes and DVDs which have been purchased for use in classroom teaching. They may however not be copied without the written permission of the copyright owners.

3 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [Copyright Act 1968 \(Cth\)](#)