

FAQS FOR INDEPENDENT COLLEGES AND RTOS



Royalties and Payments
(2) The Publishers shall pay to the Author
downloads of the Work as described
net return to the Publishers, either
percentage of the net amount

WHY DOES OUR ORGANISATION NEED THE EDUCATIONAL STATUTORY LICENCE?

If you want to use any third party material to distribute to your students for educational purposes (which you have not bought or do not have permission to use) you need this licence.

A licence will give your teachers more flexibility in the creation of their course materials and/or handouts, while minimising the chance of infringing Australian copyright laws.

Feedback from independent colleges currently licensed is that teaching materials throughout the institution improve considerably upon take-up of the licence, as do student and teacher satisfaction.

WHO HAS THIS LICENCE?

Government and Catholic schools, universities, TAFEs, private schools, kindergartens, government training arms, community colleges, private colleges and RTOs.

WHAT DOES THE LICENCE ENABLE US TO DO?

The licence allows all staff to copy and communicate text and images for educational purposes, from **any** source. You don't have to own the original.

Under the licence you can:

- use content from a range of sources such as books, newspapers, journals, printouts, photocopies, websites
- use text and images in any format (printed, digital)
- make as many copies as you need
- make copies offsite
- scan printed content
- make content available on a learning management system
- email content to students

HOW MUCH DOES IT COST TO HAVE OUR ORGANISATION COVERED BY THE EDUCATIONAL STATUTORY LICENCE?

This depends on the size of your organisation, whether it is for-profit or not-for-profit, and the level of study offered. For small to medium-sized institutions, the annual fee may be as little as \$300.

HOW MUCH OF A 'WORK' CAN WE USE?

The *Copyright Act* states that a 'reasonable portion' can be used. For example, for hardcopy works the following is a guide as to what constitutes a 'reasonable portion':

- up to 10% of a work or one chapter (whichever is the greater) of anything in print.
- one whole article (e.g. from a journal, newspaper or magazine) or more than one article if it relates to the same subject matter.

Further information can be viewed on our website, www.copyright.com.au, and in our 'Guidelines for Educational Institutions' information sheet.

CAN'T WE ALREADY COPY 10% WITHOUT PERMISSION OR PAYMENT?

This is a common misconception. Individuals can copy some material for research or study, however, copying by educational institutions is generally not allowed unless your organisation is covered by the educational statutory licence.

WHAT ABOUT INTERNET CONTENT?

Contrary to popular belief, content on the Internet is not free. It is protected by copyright in the same way as any other content. The educational statutory licence lets you use internet content that you'd otherwise need permission to use.

HOW EASY IS IT TO GET THIS LICENCE?

It can be done in minutes. All you need to do is complete a one page form for the Business Gazette (which we will provide you) and apply online. Once you have the licence, all you need to do is renew it each year. It's that simple!

DOES THE LICENCE HAVE TO COVER OUR WHOLE ORGANISATION?

Yes. The licence is a blanket licence which covers the **whole** institution - we cannot cover some courses and not others. You will obtain maximum value from the licence by ensuring that all staff are aware of the rights they now have to distribute new, interesting and current material to their students that they couldn't before.

IF WE HAVE A NUMBER OF INSTITUTIONS WITHIN OUR COMPANY ARE WE ABLE TO COVER THEM ALL UNDER THE ONE LICENCE?

Yes. All you need to do is provide Copyright Agency with a list of affiliated bodies you would like covered under your licence and remember to include their figures when you are renewing your licence each year.

WHY DO WE NEED A LICENCE IF WE CREATE ALL OUR OWN MATERIAL FOR TEACHING PURPOSES?

It can take a lot of time, energy and resources to produce course material from scratch. Rather than re-inventing the wheel, why not use the licence to take bits and pieces from elsewhere and incorporate them into your course materials? This includes images such as photos, graphs and maps.

Alternatively, if you do prefer to create all your own materials, the licence allows you to supplement these materials by, for example, distributing current and/or relevant articles you may happen to see.

WE BUY ALL OUR RESOURCES EXTERNALLY SO WHY SHOULD WE SPEND MORE MONEY ON THIS LICENCE?

The educational statutory licence allows teachers immediate use of content from any source. This gives you the freedom and flexibility to provide students with much broader content, supplementing any course materials you may currently be purchasing from a third party supplier.

Sometimes creating a course pack by taking portions of third party material and putting them together may cost less than buying the entire resource outright.

RATHER THAN BUYING A LICENCE, ISN'T IT CHEAPER FOR ME TO CONTACT THE AUTHOR WHEN I WANT TO USE SOMETHING?

It can be extremely difficult and time consuming for you to contact the owner/publisher of a work each and every time you wish to use a portion of their material. And even if you do, they may say no or require a licence fee to be paid that could be even more expensive. The educational statutory licence is a much easier solution.

OUR ORGANISATION NEVER USES ANY THIRD PARTY MATERIAL WITHOUT APPROVAL SO WHY DO WE NEED THIS LICENCE?

Are you 100% sure? How do you know what materials teachers are using in any classroom on any given day? What about casual teachers who may come in for a short period of time? What material are they distributing without your knowledge? Are they aware of your policies? Are they even aware of copyright law?

If any individual teacher copies third party material and distributes it for educational purposes without prior permission, the owner of the institution may be potentially liable. Do you want to take the risk?



WHAT HAPPENS TO THE LICENCE FEES THAT WE PAY?

We collect information about usage by surveying a statistical representation of colleges (no more than once every three years for approximately 6-8 weeks duration). These surveys enable us to identify the works being copied. We then use this information as the basis for distributing the licence fees we collect to creators of content. As a not-for-profit organisation, more than 85 cents out of every dollar is paid out annually to the creators of the material you have used (with the remaining amount being our administrative costs).

DO WE NEED TO KEEP RECORDS OF EVERYTHING WE COPY ONCE WE HAVE THE LICENCE?

No. It is only during a survey period that you would be asked to keep any records of copying within your institution.

IF WE ARE NOT A REGISTERED TRAINING ORGANISATION (RTO), ARE WE ELIGIBLE FOR THIS LICENCE?

Yes. As long as the principal function of your institution is the provision of courses of study or training, you are eligible.

WHERE CAN I GET FURTHER INFORMATION?

A quick phone call or email is the best way to clarify anything that is still unclear. Phone 02 9394 7600 and ask to speak to our friendly Educational Licensing Department or email us at educationlicences@copyright.com.au. We also have detailed information sheets on our website, www.copyright.com.au including a PowerPoint presentation that can be used to train your staff.



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More information: Copyright Agency, Level 15, 233 Castlereagh Street, Sydney NSW 2000 | ABN 53 001 228 799
t 1800 066 844 or 02 9394 7600 | e educationlicences@copyright.com.au | w www.copyright.com.au