

~ Australian Schools Copyright Collection ~
COPYING DECLARATION FORM

Complete this form when you photocopy, print or scan published material at an unmonitored machine.
 Please answer every question using a black or blue pen.

1. Attach a full extra copy of the material you have photocopied, printed or scanned. Attached

2. How many pages have you photocopied/ printed/ scanned?
*The number of pages you photocopied/ printed/ scanned from the original source.
 Do not count any extra pages for Question 5.*

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 Pages photocopied/ printed/ scanned

3. How many copies of each published page?
The number you entered into the photocopier/printer/scanner minus the one for the extra copy provided in Question 1.

Number of times **photocopied**

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 Times photocopied

Number of times **printed**

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 Times printed

Number of times **scanned**

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 Times scanned

4. Did you photocopy/ print/ scan this for: *Check one box only*

Image Only

Text Only

Music Only

Combination (image/ text/ music)

Images includes photographs, cartoons, drawings, charts, illustrations, maps and paintings.

Music includes print music, lyrics and guitar tabs.

5. Complete one of the following publication details:

Photocopy and attach the page with the publication details (verso page)

OR, if not available

Photocopy and attach ISBN / ISSN / ISMN / or URL

OR

Author's/Publisher's name

&

Title / Source

Book, article, newspaper, URL, CD-ROM

OR

I cannot identify any of the above (i.e. source unknown)

6.

School ID

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 Name

Date

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 2015