Interact Copyright Guidelines

These guidelines have been designed to be used by Academic Staff, Subject Coordinators and Learning and Teaching Services staff to help decide how non-CSU material can be accessed from Interact. Non-CSU material should not be loaded into Interact without permission, instead it can be accessed by embedding links. Feedback about this document is welcome, it will be updated with more questions, answers and discussion as needed. Send questions and feedback to the CSU Copyright Coordinator, Kerry Peterson, kpererson@csu.edu.au.

What help is there for academic staff?

Division of Library Services:

The CSU Copyright Coordinator can be contacted to clarify any copyright issues. Staff should feel confident about how material can be used for teaching, and how it can be accessed from Interact. Website: http://www.csu.edu.au/copyright, email: copyright@csu.edu.au or kpeterson@csu.edu.au or phone: 02 6933 4272 (x34272).

Faculty Liaison Librarians http://www.csu.edu.au/division/library/research/faculty are available to work with subject coordinators to assist them locate resources and show them how to create persistent links to electronic resources.

Step-by-step instructions and templates for creating links to electronic Library resources are available from http://www.csu.edu.au/division/library/research/faculty/jumpstart

The eReserve team check copyright compliance and load material not available electronically so that resources can be accessed from links in Interact. http://www.csu.edu.au/division/library/research/reserve/ereserve

Division of Learning & Teaching Services:

Educational Designers (EDs) and Media Development Coordinators (MDCs) provide general advice regarding copyright while referring more specific questions to the CSU Copyright Coordinator.

EDs provide design advice in relation to good practices and the use of readings in the blended and flexible learning environment; and can provide advice on the appropriate use of ebooks and database resources to ensure that academics are aware of appropriate methods to find and link to resources.

For more information see: http://www.csu.edu.au/division/lts/home/page

Media Services scan articles required for eReserve liaising when necessary with DLS and academic staff to ensure copyright compliance is met and upload non CSU copyrighted scanned images and tables to the DOMS Copyright collection ready for linking into Modules created in Interact.

If you would like to request more information or ask for support from LTS you can use the online service request system: https://online.csu.edu.au/de/dewsrsch.sqt?run=Request
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1. **What is Primo Search?**

The Library provides access to a huge range of print and electronic resources. Primo Search is a discovery tool used to search the CSU Library's collections of resources. Staff should conduct a Primo Search to identify whether material is available electronically then provide students with links in Interact, if the material is only available in print it should be submitted to eReserve for processing where it can be accessed by placing links in Interact once loaded. A simple search box will bring back results from a number of different sources, including:

- Most of the library's online journal articles and newspaper content
- Books, DVDs, journals and other physical items found in the Library
- Many of the eBooks the Library subscribes to
- CSU research papers and theses in CRO (CSU Research Output)


2. **Audio/Audiovisual material**

**Can Audio & Audiovisual material recorded from Australian television or radio be placed in Interact?**

Yes. Academic staff must display the Part VA copyright notice before the recording is viewed or heard. The whole program or part(s) of it can be used. This licence also covers the use of music recorded from television or radio.

**What about YouTube clips?**

*Link.* Academic staff can embed links to access **YouTube** clips from Interact.

**Can commercial DVDs be loaded into Interact?**

No. In order to load commercial DVDs permission should be granted (and a copy provided to the Copyright Coordinator). Audiovisual material has many ‘layers’ of copyright such as scripts, background music, screen play etc. Contact the producers of the DVD to request permission. If not available commercially, contact the CSU Copyright Coordinator for other options. This material can be shown in class.


3. **Books – electronic**

**How do you access Electronic books?**

Most Ebook providers will allow links to the book or to specific chapters. Links can be created by going to the **Create Links to Resources** page and follow the instructions according to the Ebook supplier.

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4. **Book chapters – print**

Can print book chapters be scanned and placed on eReserve (Part VB licence) and accessed by using links?  

If the book is only available in print then it can be scanned for eReserve and accessed by placing a link in Interact (check Create Links to Resources above). Where clashes exist, ie something is already being communicated on eReserve from the same source, the academic may be able to hand out a copy of the chapter in class or email it to students (not from Interact) provided the limits are observed for that subject and the Part VB notice is displayed ([Part VB licence](http://www.csu.edu.au/copyright/csouonly/general/book_chapters.pdf)).

If a book is published in multiple editions can we copy 8% from the older edition and 8% from the newer?  
No. Only up to 10% in total can be reproduced although it can be made up from sections of both editions (not up to 10% from each edition) unless the book is no longer available commercially in which case as much as needed can be reproduced.

Note: under the Part VB licence only one communication can be made, if separate parts of the book are being used they must all be in the one communication (document).

More information:  

5. **Copyright Image and PowerPoint Collection (DOMS)**

What is the Copyright Collection?  
The Copyright Image and PowerPoint Collection located in the Digital Object Management System (DOMS) is managed by the DLTS and has been designed to manage the recording requirements of the Part VB (CAL) licence. Once images are loaded into the system, they can be displayed in multiple Interact sites for multiple sessions by the use of a link to the ‘object’. The Part VB copyright notice is displayed on all Interact subject sites and should not be removed if images are being used under this licence anywhere in the Interact site.

How do the links work?  
Images and PowerPoint displays can be loaded directly into the DOMs or through the Collections tool from any Interact subject site. Once loaded the Images and PowerPoint displays can be displayed in Interact by using the link from the DOMS or use the
Collections tool to ‘use existing resource’ which will download the link to the Collections folder in the Resources tool.

What images must be loaded into the collection?
Images may include artistic works such as photographs, diagrams, charts, graphs, tables, maps, sketches, charts, painting, anything that requires thought and effort in setting out whether they are of artistic quality or not. Under the terms of the CAL licence it is possible to use images sourced in digital format (internet or CD) without further consideration; or, images scanned from print provided they are not available for separate individual purchase.

Images made available under a Creative Commons or Open Access Licence can be used in Interact without relying on the CAL licence. Images created by academic staff or CSU can be used without being loaded into the collection.

What PowerPoint displays should be loaded into the collection?
Some PowerPoint Presentations contain images, tables, diagrams or text copied under the CAL licence. They can be loaded directly into the DOMS or through the Collections tool in Interact for students to access from a link in the subject sites and can be recorded as part of a CSUReplay recorded lecture.

Not all PowerPoint presentations contain material copied under the CAL licence. If the PowerPoint was created using your own or CSU material, material provided by a publisher, material provided with permission or under an open access licence (such as creative commons), it does not need to be placed it in the Copyright Collection. They can be loaded on Interact subject sites. The source of the images must be acknowledged such as the image URL, publisher, creator’s name or website owner.

Am I able to put pdf’s of journal articles into DOMS or do I have to wait until they come onto electronic reserve in the library. I'm a bit late getting my request in, so it may take a week or 2. Also, how do the students then access the articles on electronic reserve from Interact?
No, the DOMS collection tool is used to manage images or PowerPoints that contain images so that they can be accessed from Interact. Images are considered works in their own right and they are treated differently under the Act to text copied from books and journals. Journal articles and book chapters cannot be placed in the DOMS as there is a requirement to manage the ‘limits’ – 1 chapter or 10%, one article from a journal issue, these limits can only be managed across the whole university through eReserve. Students can access the articles once loaded into eReserve by providing them with a link in Interact or they can conduct a Primo Search (catalogue search) as a link is placed in the library system.

More information:

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6. **CSU Replay**

**Can PowerPoints be recorded as part of a lecture?**

*Maybe, it depends on what is on the slides:*

- **If created by CSU** academic/s, all CSU material – Yes
- **If provided by publishers**, provided there is no statement to the contrary – Yes
- **If they include non-CSU material**, greater than a quote – Yes provided they are also loaded into the Copyright Image & PowerPoint Collection
- **If they include non-CSU images**, tables, graphs, photos etc copied from the internet or print sources – Yes, provided the PPT is loaded into the Copyright Image & PowerPoint Collection

**Can I use recordings of Australian Television or Radio programs as part of a recorded lecture?**

Yes. The Screenrights licence (Part VA) can be relied on to include programs or music recorded from Australian Television or Radio as part of a recorded lecture. The Part VA copyright notice must be displayed before the recorded material.

**Can I use YouTube clips as part of a recorded lecture?**

There are a number of things to consider before including YouTube clips in a recorded lecture. CSU does not hold a licence to copy YouTube clips. It is difficult to determine whether the clip is infringing or not (has it been loaded by someone who has the authority to do so?). The options are:

- Generally a recording should be stopped for the duration of the clip. Provide students with a link to the clip
- If the clip is available under a Creative Commons licence it may be recorded as part of the lecture provided conditions are followed (legitimate clips)
- Permission. Some clips may be loaded by companies for advertising or demonstration purposes. Academic staff can contact the company to request permission to load it into Interact or record as part of a lecture. (Permissions should be forwarded to the Copyright Coordinator).
- Contact the CSU Copyright Coordinator to discuss the options

**Can Commercial DVD’s be recorded as part of a lecture?**

No, CSU does not hold a licence that allows copying of commercial DVD’s. The recording should be stopped for the duration of the DVD while being displayed for a class. It may be possible to obtain a copy recorded under the Screenrights licence if the program has been broadcast on Australian television. Contact the Copyright Coordinator to discuss options.

**Music**

CSU holds a [Music licence](#) that will allow the reproduction of music from a range of sources.
labels for educational purposes provided the recording is streamed (not downloadable). The music can only be copied from genuine recordings, not iTunes downloads. The better option is to rely on the Screenrights licence and record from radio or television if possible.

More information:

7. Email articles and chapters to students

Can I email a print article or chapter to students?
Yes, provided only one ‘limit’ is being provided to students studying that subject you can rely on the Part VB (CAL) licence to email an article or chapter copied from a print source to students. The conditions are that you must not have already provided students with any other material from that source (in print or on eReserve), the Part VB Copyright notice is included in the body of the email or at the beginning of the article/chapter and that it is sent from your staff email account (it can’t be sent from Interact because this puts a copy online). To do this you can send a bulk email from your staff email, using the BCC for student email addresses.

Can I email an electronic article or chapter to students?
Probably not, students can be provided with the link to the material if it is available electronically. The use of electronic material relies on individual database licences.

8. Forum management

Can I put an article on the subject forum?
No. Copyright material should not be posted to the forums unless permission has been granted in writing by the copyright owner. It is the responsibility of the academics who manage forums to remove infringing material. Instead academic staff and students can provide references or links in the forum.

9. Images

What constitutes an image?
Images include photos, paintings, drawings, tables, graphs, building models, sculptures, anything that requires setting-out whether it is of artistic quality or not. Images are considered to be complete works in their own right.

How many images can be taken from one publication? As many images as would be covered by 10% of the pages in a book?
When looking at using images (tables, graphs, photos, paintings, cartoons etc) from books the 10% limit is not relevant. Images are considered to be a complete work in
their own right. It is more likely to be a question of whether or not the images are individually available commercially if coming from print sources such as print books or journals. Multiple images are OK provided they are not available for purchase and the whole book is not being reproduced. No limits apply at all to images copied in digital format such as from the internet.

Images that rely on Part VB: Images can be sourced in digital format (from internet or CD) or scanned from print sources such as books or journal articles (provided they are not available for separate commercial sale ie. posters).

Microsoft clip art – does copyright apply?
Yes, copyright applies to clip art images. These images can be uploaded into the Copyright Collection for use under the Part VB licence if sourced in digital format.

Do images provided by textbook publishers to be used as teaching resource need to be put into the collection?
No, although if an academic staff member wants to put them there they can. Image & PowerPoint collection information is available at:

What about images where the source can’t be identified?
These must still be loaded with a minimum of information, type Anonymous in the mandatory fields.

Do PowerPoints need to be loaded?
PPT’s that contain non-CSU images that rely on the Part VB (CAL) licence should be loaded into the Copyright Image and PowerPoint Collection on the DOMS. PPT’s provided by publishers can likely be loaded on Interact unless there is a statement that specifically prevents this, they do not need to be loaded into the collection as their use relies on permission, not the Part VB licence. PPTs can be converted to .pdf format for loading.

More information:

10. Journal and newspaper articles – electronic (database)

Do most database agreements require that resources be accessed by the use of a link?
Yes, licenses with vendors require that articles be access by the use of links. Articles cannot be uploaded into Interact sites or placed on the CSU websites or servers. First, check for electronic availability by conducting a Primo Search for the article or journal then follow the steps outlined in the Create Links to Resources. You will need to have the article open to copy the DOI, PDF link or permalinks to create the link.
Whose job is it to find which articles are available electronically and which database the articles are on? The academic?
Yes, academic staff or subject coordinators, although they may need some help initially. Staff having trouble with this can be directed to the Faculty Liaison Librarians for their campus.

A query about an existing DVD for a subject which has 6 full articles on it – do they need to be put on e-reserve?
Maybe, first conduct a Primo Search to see if each article is available electronically. If they are not available electronically they can be placed in eReserve and accessed from Interact by the use of a link.


Can database articles be emailed to students?
Generally, no. Students should be provided with links to the articles.

11. Journal and newspaper articles – print

Should print journal articles be placed on eReserve (Part VB licence) and accessed by using links?
Yes, first check for electronic availability by conducting a Primo Search for the journal or article. If available online follow the steps outlined in the Create Links to Resources.

If the journal is only available in print, articles can be scanned for eReserve and accessed by placing a link in Interact (check Create Links to Resources). Where clashes exist, i.e. something is already being communicated on eReserve from the same journal issue for another subject, academic staff may be able to hand copies out in class or email it to students provided the limits are observed for that subject (Part VB licence). Contact the Copyright Coordinator for further information.

More information:

12. Photos

Do Lecturer’s own images need to go into DOMS/collection tool?
No. Academic’s own photos can be used on Interact, there is no need to put it in the Copyright Collection.

Can photos copied from the internet be used in Interact?
Yes, provided a copy is loaded into the Copyright Image and PowerPoint Collection.
13. Permission

Should some material be loaded into Interact with the permission of the copyright owner?
Yes, material in excess of limits under Part VB (CAL) licence ie. one chapter or 10% already being communicated on eReserve, whole document ie. professional guidelines.

Generally it is the responsibility of the Academic to seek permission from the copyright owner where material may not otherwise be able to be used.

Put a note on the material stating it has been loaded with permission and provide a copy of the permission to the Copyright Coordinator.

Permission template: 

14. PowerPoint

Should PPT’s that contain non-CSU images be loaded into the Copyright Image and PowerPoint Collection on the DOMS?
Yes. PPT’s provided by publishers can be loaded on Interact unless there is a statement that specifically denies this in which case permission should be sought.

Do PowerPoints provided by textbook publishers to be used as teaching resource need to be put into the Copyright collection?
No, although if the academic wants to put them there they can. Generally the PPT’s provided by publishers can be used as needed (which may include putting them on Interact) provided there are no specific instructions stating that they can’t.


15. Websites

Do websites or web documents need to be linked?
Yes, links should be used to provide students with access to information available on the internet. Material licensed under Creative Commons may be placed on Interact, although if it is available on a website then the preference is to use a link. Providing students with links does not infringe copyright or rely on any licence as a copy is not being made. Academic staff should also ensure that they do not provide links to infringing material (loaded onto the internet without authority).

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16. Copyright decision making tree

Copyright Decision Tree

- **Start**
  - Check all contents for CSU created material

**Only CSU material**
- Only content created by CSU?
  - Y
  - Material can be used in Interact without further enquiry
  - N

**PowerPoint**
- Is material a PowerPoint?
  - Y
    - Does it contain non-CSU images?
      - Y
      - Publisher PowerPoint?
        - Y
        - Load copy into image collection and link in Interact
        - N
      - N

- N

**Audio or Audio Visual**
- Is material Audio or AV?
  - Y
    - Recorded from Australian TV or radio?
      - Y
      - Permission received?
        - Y
        - Obtain permission from relevant party
        - N
      - N
    - Add Part VA copyright notice and load into Interact
  - N

**Available through PRIMO**
- Is material available via PRIMO?
  - Y
    - Place link to material in Interact
  - N

**Web materials**
- Available on Web?
  - Y
    - Is it an image or text?
      - IMAGE
        - Load copy into image collection and link in Interact
      - TEXT
        - Place link to web document in Interact
    - N
  - N

**Print Only**
- Print Only
  - Is it an image or text?
    - IMAGE
      - Is it commercially available?
        - N
        - Save to Image collection and link
        - Y
        - Contact Copyright coordinator
    - TEXT
      - Place in eReserve and link

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17. Copyright decision making flowchart

CSU material

Was it created by CSU? Yes – check contents (resources, study guide, modules, readings, online meetings, CSU replay)

No – go to non-CSU material below

Did the contents contain any non-CSU material?

Yes – CSU material can be placed in Interact, non-CSU material greater than a quote should be removed and accessed via links. If PowerPoint contains non-CSU images*, place in Image/PowerPoint Copyright Collection to use in Interact

If PowerPoint supplied by publisher it may be able to be placed on Interact. Click on link for details.

No – it can be used in Interact without further enquiry

*Images include photos, paintings, drawings, tables, graphs, building models, sculptures, anything that requires setting-out whether it is of artistic quality or not.

Non-CSU material

Is material available on CSU database/ebooks/eReserve? (Primo Search)

Yes – create link to book, chapter, journal or article
http://www.csu.edu.au/division/library/research/faculty/jumpstart

No – check other options

Is material available on the web? (web search)

Yes – is it a web document or image (photograph, diagram, table, graph etc.)?
  If document provide link to web document or website in Interact
  If image load a copy into the Copyright Image collection then use in Interact (must keep Part VB notice on subject site) http://www.csu.edu.au/copyright/csuoonly/csuinteract/image_collection.pdf

No – check other options

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Is the material only available in print?

Yes – if print book, newspaper article or journal it can be scanned and placed in eReserve (within limits) and accessed by placing link in Interact. http://www.csu.edu.au/division/library/research/reserve

If over limit, contact Copyright Coordinator for further options

Yes – if image from print book or journal, is it available commercially, if not then it can be placed in the Image Collection to use in Interact http://www.csu.edu.au/copyright/CSUonly/CSU-interact/image_collection.pdf

No – check other options

If Audio or AV has it been recorded from Australian Television or Radio?


No – check other options, or, contact Copyright Coordinator to look at options available

Has permission been received?

Yes – it can be used as agreed, a copy of the permission should be forwarded to the Copyright Coordinator

No – check other options or contact publisher/website owner/author/creator to gain permission. http://www.csu.edu.au/copyright/CSUonly/general/permission_letter.doc

If permission is denied contact Copyright Coordinator to look at options