

USE OF COPYRIGHT MATERIAL FOR EDUCATIONAL PURPOSES POLICY

Section	Academic
Contact	Academic Strategy Manager
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Purpose:

The purpose of this policy is to facilitate the use of copyright material for teaching and learning and to protect the rights of copyright owners.

Policy:

All staff and student users of copyright materials for educational purposes must comply with the requirements of the Copyright Act 1994 and subsequent amendments. The Library e-journals and e-books are covered by publishers' licences, and any restrictions on these licences prevail over copyright law, even for educational purposes.

Definitions:

Copyright: Copyright protects the expression of an idea, rather than the idea itself. It is intended to protect a particular work, such as a painting or a written work, from unfair plagiarism or unauthorised copying.

Educational purposes: refers to making multiple copies of copyright material as part of educational learning resources including, but not limited to, study guides, student notes, handouts, audio, video and other digital resources. This includes uploading copyright works to online environments. Educational purposes also includes copyright works used for instructional purposes in the classroom, for example, including artistic works (graphs, diagrams, illustrations, images), playing music, showing a video or including works from the internet and digital media.

Responsibility:

Academic and general staff are responsible for ensuring continued compliance with copyright requirements and ensuring that students are aware of copyright issues and requirements pertaining to them. This includes referral to information available via the copyright website (<http://copyright.massey.ac.nz>) and seeking advice from staff in appropriate units (e.g., National or Campus Centres for Teaching & Learning, ITS, Library) if there is any uncertainty regarding copyright requirements.

The Assistant Vice-Chancellor Academic & International and the Assistant Vice-Chancellor Operations & University Registrar are normally responsible for the final sign-off of the University's copyright licence agreements. Contractual obligations for these agreements require the University to participate in copyright surveys on a regular basis. Consequently, staff will be required to participate in data collection activities from time to time.

Guidelines for staff assessment of Copyright issues:

The University Copyright web pages at (<http://copyright.massey.ac.nz>) provide guidance to the New Zealand Copyright Act and the various licences held by Massey University. The [Copyright Checklist](#) is provided for staff to self-assess their compliance with copyright requirements when developing study material for print delivery. For papers with a Stream environment the form is part of the [Stream Environment Completion Checklist](#). Completion of the Copyright Checklist is also recommended for all internal papers.

Records:

Copyright Checklists submitted to Student Management will be held for a period of two years after which they will be destroyed.

Institutes or Schools and/or individual academic and general staff are required to keep records of all special permissions granted to them in relation to the use of copyright material for the duration of the use of that material.

Audience:

All staff and students

Relevant Legislation:

Copyright Act 1994

Legal Compliance:

Further to the definition of Copyright provided earlier in this document, there are no registration requirements for copyright. Copyright arises automatically on creation of a work provided various criteria are met, such as originality

Related Procedures/Documents:

[Copyright website](#)

[Copyright Checklist for print delivery](#)

[Intellectual Property Policy](#)

[Individual licences held](#) (see <http://copyright.massey.ac.nz>)

[Employee's Guide to Copyright](#)

Recording of Scholarly Work, Student Work and University Guest Work Policy (Consultation Draft)

Recording of Scholarly Work, Student Work and University Guest Work Procedures (Consultation Draft)

[Stream Environment Completion Checklist](#) (Copyright Checklist for online delivery)

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