

How to clear rights (where there is no Statutory Licence or Voluntary Agreement in place)

When you intend to use, reproduce or communicate a copyright work, you should first check whether the work is still in copyright.

If the work is still in copyright and the proposed use is not covered by a statutory exception or a licence, then the school or TAFE will need to obtain permission directly from the copyright owner before the proposed use is made.

To obtain permission, the first step is to identify the author and the copyright owner of the work.

a. **Books/ stage plays/ screenplays**

- the publisher
- the Australian Publishers Association (ABA): www.publishers.asn.au
- Copyright Agency Limited: www.copyright.com.au
- Australian Writers Guild (for plays and screenplays): www.awg.com.au

b. **Photographs, illustrations and other artistic works**

- the author or their representative gallery
- the publisher if the work is published as a post card, poster or in a book or magazine
- Australian Publishers Association: www.publishers.asn.au
- VISCOPY: www.viscopy.com
- National Association for the Visual Arts (NAVA): www.visualarts.net.au
- Illustrators Australia: www.illustratorsaustralia.com
- The Society of Advertising, Commercial and Magazine Photographers of Australia: www.acmp.com.au

c. **Films, videos and DVDs**

- the production company, if an Australian film
- the Australian distributor, if an overseas film, video or DVD
- Australian Film Commission: www.afc.gov.au
- National Film and Sound Archive: <http://www.nfsa.gov.au/>
- Screenrights: www.screen.org

d. **Television**

- the production company
- the free-to-air broadcaster or pay television provider
- Screenrights: www.screen.org

e. **Radio**

- the radio station
- Community Broadcasting Association of Australia: www.cbaa.org.au

- o Commercial Radio Australia: www.commercialradio.com.au

f. **Music**

- o music publisher
- o AMCOS: www.amcos.com.au
- o APRA: www.apra.com.au

g. **Grand Right Works**

- o APRA: www.apra.com.au
- o AMCOS: www.amcos.com.au
- o Hal Leonard Australia Pty Limited: ausadmin@haleonard.com
- o Dominie Pty Ltd: www.dominie.com.au

h. **Sound Recordings**

- o record company or label
- o PPCA: www.pcca.com.au
- o ARIA: www.aria.com.au

If a school or TAFE has received permission to use copyright material, this should be clearly labelled when the material is used. For example, the phrase 'used with permission of [copyright owner]' should be included in a worksheet or on the intranet page containing the material used with the copyright owner's consent.

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The Smartcopying website has been produced by the National Copyright Unit on behalf of the Copyright Advisory Groups (Schools and TAFEs).

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