

## Print Works

1. **How many copies can we make of a print work in our school or TAFE?**

Schools and TAFE institutes are able to make multiple copies of a print work under the Statutory Text and Artistic Licence provided it is for their student's *educational purpose* and they do not exceed the copying limits.

See Education Licence B: Statutory Text and Artistic Licence for further information

2. **I work for a curriculum development unit. We are currently preparing a publication for distribution to students. Can we copy material from a textbook to include in the publication?**

You can reproduce material from the textbook under the Statutory Text and Artistic Licence provided you do not exceed the copying limits.

However, it may be more cost effective if you obtain permission to use the material directly from the copyright owner for free or for a one-off licence fee. Contact your local copyright manager for further advice on obtaining permission from copyright owners.

3. **I would like to copy a publication produced by another state education department. It has the "NEALS" logo on it. What is NEALS and what does this logo mean?**

The National Educational Access Licence for Schools (NEALS) is a co-operative agreement between the education departments of the states and territories to share certain publications produced for and by schools with each other free of charge. Material available to other schools free of charge under the NEALS licence carries the distinctive blue and white NEALS logo. NEALS does not apply to TAFE institutes.

4. **Can we reproduce a page from a book for a student or a teacher?**

Yes. This is permitted under the Statutory Text and Artistic Licence.

See Education Licence B: Statutory Text and Artistic Licence for further information

5. **What portion of a book can I copy for my students?**

Under the Statutory Text and Artistic Licence, a teacher may copy up to a reasonable portion of a book.

See Education Licence B: Statutory Text and Artistic Licence for further information

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6. **What portion of a picture book can I photocopy or scan for my students?**

Under the Statutory Text and Artistic Licence, a teacher may copy a reasonable portion of a book. A reasonable portion of a picture book is 10% or one chapter, whichever is greater.

A teacher can copy more than a reasonable portion of a picture book where the picture book is not available for purchase within a reasonable time at an ordinary commercial price.

See Education Licence B: Statutory Text and Artistic Licence for further information

7. **Can we copy more than one article from the same periodical such as a journal or newspaper?**

Yes. This is permitted under the Statutory Text and Artistic Licence provided the articles in the periodical relate to the same subject matter (eg a front page story and an editorial on the same subject or two different stories on the same subject). If the articles relate to different subject matters then only one article can be reproduced.

See Education Licence B: Statutory Text and Artistic Licence for further information

8. **Can we download to print more than one article from a periodical, such as a newspaper, on a website?**

When you download an article from a website, it is the same as reproducing it. Under the Statutory Text and Artistic Licence, if the articles in the periodical relate to the same subject matter (eg a front page story and an editorial on the same subject or two different stories on the same subject), it is permissible to download and print them from the same periodical. If the articles relate to different subject matters, then only one article from the same periodical can be reproduced.

See Education Licence B: Statutory Text and Artistic Licence for further information

9. **Can the whole of an old issue of a magazine be copied if it is no longer available?**

Yes. Under the Statutory Text and Artistic Licence you can copy an entire work provided it is not available within a reasonable time at the ordinary commercial price.

See Education Licence B: Statutory Text and Artistic Licence for further information

10. **Can I copy a “Letter to the Editor” for my students?**

Yes. This is permitted under the Statutory Text and Artistic Licence.

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11. **Can I copy a print advertisement?**

Yes. Making a copy of a print advertisement is permissible under the Statutory Text and Artistic Licence.

12. **Can our library copy and keep files of newspaper and magazine articles for students and teachers to copy from?**

Yes. Libraries can copy and keep files of newspaper articles under the Statutory Text and Artistic Licence where those copies are being kept as a resource by the library.

13. **How many separate works can we reproduce from an anthology?**

There are special rules for anthologies under the Statutory Text and Artistic Licence and how much you can reproduce depends upon the length of the work.

- You can reproduce any number of separate works from an anthology in hardcopy form where the works are no more than 15 pages.
- Where the anthology is in electronic form and paginated (eg. in a PDF document), you can reproduce up to 15 pages where the work is more than 200 pages.
- You can reproduce a work in an anthology where the work is more than 15 pages if it has not been separately published or cannot be purchased within a reasonable time at an ordinary commercial price.
- You cannot copy a work from an anthology if it is a musical work or artistic work.

14. **Can I copy poems for my students?**

Yes. This is permitted under the Statutory Text and Artistic Licence provided you do not exceed the copying limits. If the poem is from an anthology then the special rules applying to anthologies apply.

See Question 13 for information on these rules

15. **Can I use quotes and extracts from a publication in teaching materials?**

Yes. Where possible you should attribute the author.

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16. **Can we photocopy or scan all of a book that is out of print?**

Yes. Under the Statutory Text and Artistic Licence you can copy an entire work where it is not available within a reasonable time at an ordinary commercial price.

See Education Licence B: Statutory Text and Artistic Licence for further information

17. **I have a book we want to use in class but it is falling apart. Can I make a new copy?**

Yes. If a new version of the book is not available for purchase within a reasonable time at an ordinary commercial price, it can be copied under the Statutory Text and Artistic Licence.

If the original book forms part of the library collection, it can be copied for free under the library exception.

18. **Can I compile reading material or a coursepack from other sources for my students?**

Yes. Under the Statutory Text and Artistic Licence, you can:

- a. include more than one article from the same periodical if the articles are on the same subject matter (eg a front page story and an editorial on the same subject or two different stories on the same subject).
- b. reproduce a reasonable portion of any material from a published work which is available for purchase within a reasonable time at an ordinary commercial price. If the work has not been separately published, the whole of the work can be included in the reader.
- c. include material from an anthology if the special rules are followed.

See Question 13 for information on these rules.

19. **Can I charge a fee if I compile reading material or a coursepack from other sources for my students?**

You may only charge a cost recovery fee. Otherwise, you cannot rely on the Statutory Text and Artistic Licence and must get permission from the copyright owner.

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20. **How much can you copy if a print work has not been separately published?**

Under the Statutory Text and Artistic Licence, you may copy the entire work where it has not been separately published.

See Education Licence B: Statutory Text and Artistic Licence for further information

21. **How much can you copy if the work has been published, but is not commercially available within a reasonable time?**

Under the Statutory Text and Artistic Licence, you may copy the entire print work where the print work is published but is not available at an ordinary commercial price within a reasonable time.

See Education Licence B: Statutory Text and Artistic Licence for further information

22. **Can we make material copied from a textbook available to students and other teachers by email or on the schools' intranet?**

Yes, provided the original copying of the material was done within the limits of the Statutory Text and Artistic Licence and the material is being posted for educational purposes.

See Education Licence B: Statutory Text and Artistic Licence for further information

23. **Can we only copy under the Statutory Text and Artistic Licence or can we seek permission from the copyright owner instead?**

You don't have to rely solely on the Statutory Text and Artistic Licence when copying. You can seek permission directly from the copyright owner to copy a particular work. See How to Clear Rights for further information on seeking permission from the copyright owner.

24. **Can I copy old family diaries and letters for my students?**

If these works have not been separately published, they may be copied in their entirety under the Statutory Text and Artistic Licence.

See Education Licence B: Statutory Text and Artistic Licence for further information

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25. **I attended a University lecture on a topic covered by my Year 12 students. Can I copy the lecture notes provided by the lecturer for my students?**

We recommend that you contact the lecturer to ask permission. You may rely on the Statutory Text and Artistic Licence to copy up to 10% of the work. You may only copy the entire work if the notes have been separately published and you cannot purchase them within a reasonable time at an ordinary commercial price.

See Education Licence B: Statutory Text and Artistic Licence for further information

26. **I attended a University lecture on a topic covered by my Year 12 students. Can I copy my notes of the lecture for my students?**

Yes. In this case you (or your employer if the notes were taken in the course of your employment) own the copyright in the notes.

27. **I told my students to go to the library and research a topic. They then used the library**

## photocopier to copy their selected material. Is this OK?

Students may copy material for their own research and study as a fair dealing.

For further information on fair dealing, see

1.13: Copyright Exceptions

2.1: Text Works (a) Fair Dealing

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### 28. **I received a sample examination from the Board of Studies. Can I make multiple copies for my students?**

You may include extracts of the sample examination as part of a test or examination for free. Under the Statutory Text and Artistic Licence, you may copy up to 10 % of the sample examination for teaching purposes.

If you wish to copy the whole of the exam paper for classroom purposes, seek permission from the Board of Studies or equivalent authority. Keep a copy of the response for your records.

### 29. **I have a teachers guide with worksheet masters in it. Can I copy these for my students?**

In the case of worksheets, (also known as “blackline masters”), the conditions of copying will generally be set out at the front of the book and may let you copy however much you require. Otherwise, you can rely on the Statutory Text and Artistic Licence to copy up to a reasonable portion of the teachers guide for your students.

See Education Licence B: Statutory Text and Artistic Licence for further information

### 30. **Do I have to record what or how much I reproduce under the Statutory Text and Artistic Licence?**

In general, you do not need to record what you copy unless your school or TAFE has been selected to take part in a print copying survey conducted by the Copyright Agency Limited (CAL). In this case you will receive specific training regarding recording of copying during the survey period.

### 31. **Do I have to mark copies of print works made under the Statutory Text and Artistic Licence?**

Where a print work is reproduced in hardcopy form, (eg photocopied), there is no requirement under the Statutory Text and Artistic Licence to place a notice on the copies made. However, it is always a good idea to label the work as “Copied under Section 113P” and include details of the name of the author of the work, title of the work, publisher details, edition or date of publication and the ISBN or ISSN.

For further information on labelling materials copied under the Statutory Text and Artistic Licence, see information sheets:

[Labelling School Material](#)

[Labelling TAFE Material](#)

Where a print work is converted into electronic form and communicated, (eg it is scanned and uploaded onto the School' intranet), the Statutory Text and Artistic Licence requires each copy or communication to include a prescribed notice.

### 32. **Is there a time limit on how long copies can be kept under the Statutory Text and Artistic Licence?**

No. There is no time limit under the Statutory Text and Artistic Licence.

See Education Licence B: Statutory Text and Artistic Licence for further information

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