

Attribution of Text and Artistic Works: TAFE

This information sheet is for TAFE staff who create or compile resources for students and for TAFE resource development units. It explains how to attribute text and artistic works published by and for TAFE. This includes workbooks and handouts, as well as photographs, diagrams or charts that are incorporated into other resources.

There are many reasons to attribute teaching resources:

- To ensure that TAFE does not pay to copy material that it owns or has permission to use. If material is not properly attributed, the TAFE sector may end up paying to use material that it owns or has permission to use.
- Assist with the distribution of copyright royalties under the statutory licence scheme. Including the name of the creator and copyright owner of a work will help ensure that the author and/or copyright owner receive royalties to which they are entitled.
- Lead students by example. Students should learn how to attribute material they have used in their work and need to understand why attribution is important. Teachers should set an example by properly attributing all their teaching material.
- If TAFE institutes intend to commercialise their resources, proper attribution and professional presentation is essential.
- Moral rights legislation creates a general obligation to attribute the creator of material, unless it is reasonable in the circumstances not to attribute. The author may not be the same person as the copyright owner.

This information sheet provides some general examples of how to attribute teaching resources. In some cases, your institute or jurisdiction may have its own policies about what form of attribution should be used. It is a good idea to check with your institute or jurisdiction before following the examples included in this information sheet.

It is very important to note that some form of attribution should appear on every page of teaching resources. Where teaching resources materials are in a digital format, the digital version, as well as every page that is able to be printed out, must be attributed.

Attributing Material Owned by TAFE

If you publish material that is owned by TAFE, you must attribute the material in the footer of each page with the copyright symbol, name of institute or organisation and year of publication.

For example: © **NSW Technical and Further Education Commission (TAFE NSW – Western Sydney Institute) 2010**

See additional examples in Attachment A.

Why Do We Need to Attribute Material Owned by TAFE?

Material created by TAFE is a valuable asset, and it is important to properly identify it. It is also essential to clearly attribute TAFE owned material so that TAFE does not pay copyright royalties to the Copyright Agency Limited (CAL) to copy its own material. Every year TAFE pays CAL significant amounts of copyright royalties, and it is possible that some of these royalties are for copying of material owned by TAFE.

How Do We Know if the Material is Owned by TAFE?

TAFE owns copyright in all material created by TAFE employees as part of their duties. TAFE also owns copyright in material created by someone else, where that person or organisation has agreed in writing to assign copyright in material they create to the TAFE. For example, a company engaged to write a module on refrigeration, might have been required to assign copyright in the module to TAFE as part of its contract of engagement.

Why Can't We Just Include the Name of the Author?

The author is often different from the copyright owner, and, irrespective of whether you include the name of the author, it is important to include the copyright information set out above so that CAL knows that copyright in the material is owned by TAFE and should not be counted in the survey.

Attributing Material Owned by Someone Else

If you publish material owned by someone else, such as independent contractors, commercial publishers, government bodies or students, you should always clearly indicate the source of the material in the footer of each page.

When you incorporate works, such as illustrations, photographs or charts, which are owned by someone else, into a resource, you should include the copyright information next to the actual work.

What if I Have Permission from the Copyright Owner to Reproduce the Material?

If you have permission from a copyright owner to reproduce their material, check with the copyright owner how they would like to be attributed.

For example:

'Extract from *Refrigeration Guide*, Bennett J, pp 65-69. Reproduced with permission of Arrow Publications'.

'Reproduced and made available for copying and communication by [INSERT NAME OF TAFE INSTITUTE OR BODY] for its educational purposes with the permission of Peacock Education Australia'.

See additional examples in Attachment A.

What if I am Using Clip Art?

If you are using Clip Art, always check the terms and conditions of use. Clip Art is generally free to use. It is often not practical to attribute each individual image, so include a notice that the images are sourced from Clip Art in the footer of the page on which the images appear.

For example: 'Clip Art sourced from Microsoft.'

What if I am Using AShareNet or Creative Commons Material?

Material that can be used for free, such as material made available under a AShareNet or Creative Commons licence, should be labelled in accordance with the terms of the licence.

TAFE institutes commonly use Commonwealth endorsed Training Packages, which are licensed under an AShareNet licence and can be used for free. If you are incorporating extracts from Training Packages in your own resources, you should clearly attribute these extracts.

For example: 'All Training Package material is licensed under an AShareNet Free for Education licence.'



See additional examples in Attachment A.

For more information on Creative Commons see the 'Creative Commons Information Pack' at www.smartcopying.edu.au.

What If I am Relying on the Part VB (Hardcopy and Electronic) Statutory Licence Scheme)?

It is important that, where possible, you include enough information to enable CAL to identify the copyright owner. These details may include the name of the author, title, publisher, edition or date of publication and ISBN or ISSN.

If you are copying from a website, you should include the full URL address of the page from which you are copying and the date that you accessed the website. If you are using artwork from a search engine, such as Google Images, double-click on the image to find the correct URL address.

You should always include the words '**Copied Under Part VB**'.

For example:

'Copied Under Part VB, Edgar, S, *A Handbook for Health and Safety in Childcare Centres*, Bristol Press, Castle Hill, NSW 2002, ISBN 0456315634, pp 62-71'.

'Copied Under Part VB,

www.abc.net.au/science/news/stories/2007/1892736.htm, accessed 15 May 2009'

See additional examples in Attachment A.

If you are communicating the work in an electronic form, such as by email or by making it available on an intranet, it must include the prescribed Part VB notice, which is attached as Attachment B.

If you are making Part VB content available on a content repository, a practical way of including this notice is to insert a link to the notice from the attribution information. The notice would be uploaded on to the repository and then linked to when required.

For example:

Copied under Part VB

S. Brooks, www.animalfarm.com.au/photos/2007/htm, accessed 10 May 2009

Part VB Notice: <http://www.smartcopying.edu.au/scw/go/pid/705>

Where it is not possible to include a link to the notice from the attribution information, the notice may be displayed (flashed) on the screen as the user logs into the repository. Although the Copyright Act does require the notice be attached to the material, it is not always possible to do this and displaying the notice is a practical way of including the notice in a repository.

Where the notice is displayed on screen, it is important to state that the notice will only apply to **some** of the material on the repository. This is because not all material saved to the repository will be material copied under the Statutory Text and Artistic Works Licence. For example, the following sentence can be included above the notice *'Some of the material in this repository may have been copied and communicated under the Statutory Text and Artistic Works Licence. For this material, the following notice applies [INSERT PART VB NOTICE]'*

If you are presenting a PowerPoint that includes a number of works copied under Part VB, it is sufficient to include an introductory or closing slide with the requisite Part VB information.

A flowchart, setting out how material should be attributed, is attached as Attachment C.

For further information see the SmartCopying website at www.smartcopying.edu.au or contact your local copyright manager. You can also contact the National Copyright Unit on (02) 9561 1204 or at email delia.browne@det.nsw.edu.au.

Attachment A Attribution Examples

Attributing Material Owned by TAFE

© The State of Queensland (Department of Education and Training) 2010
© Canberra Institute of Technology 2009



©NSW Technical and Further Education Commission
(TAFE NSW – Sydney Institute 2010)

Attributing Material Used with Permission from the Copyright Owner



Reproduced by NSW Technical and Further Education Commission
with the permission of Planet Publishing Pty Ltd

Attributing Material Licensed Under AShareNet

Sourced from P. Harden, Safety in Workplaces, © Child Safety Group 2007



Sourced from "Licensed to Plumb" toolbox © Commonwealth of Australia 2009
Used under the AShareNet-S (Share and Return) licence



© Australian National Training Authority (ANTA) 2002. Used under licence

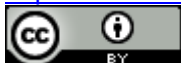


Attributing Material Licensed under Creative Commons



Eid Mubarak by Hamed Saber available at:

<http://www.flickr.com/photos/44124425616@N01/1552383685>



Attributing Material Copied Under Part VB (from a print publication)



Copied Under Part VB, Migan F *Urban*
Landscapes, Planet Publishing Pty Ltd, Sydney,
NSW, 2007, ISBN 0897362739, p 65

Attributing Material Copied Under VB (from the Internet)



Copied Under Part VB, F Migan,
www.animalfarm.com.au/photos/2007/htm,
accessed 10 May 2007

Attachment B
Notice Required When Communicating Part VB Material

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been reproduced and communicated to you by or on behalf of [INSERT NAME OF TAFE INSTITUTE OR BODY] pursuant to Part VB of the *Copyright Act 1968* (***the Act***).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

Attachment C Attributing Text and Artistic Works in TAFE Flowchart

