

If you need further information please contact your Schools representative.

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Independent Schools:  
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# COPYRIGHT PHOTOCOPYING SURVEY FOR SCHOOLS



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# COPYRIGHT PHOTOCOPYING SURVEY FOR SCHOOLS

## Schools and Copyright Licences

The Departments of Education representing Government Schools, and the Catholic and Independent School sectors (Schools) negotiate national copyright agreements with copyright collecting societies. These agreements allow Schools to copy portions of copyright works for educational purposes. The Minister for Education in each State and Territory and heads of the other school sectors have entered into contractual arrangements with the copyright agencies to pay licence fees and undertake the sampling surveys. The licence fees collected by the copyright agencies are distributed back to the copyright owners according to the results of the surveys.

There are statutory licences administered by:

- the Copyright Agency Limited (CAL) for copying print and artistic material, and
- Screenrights for copying radio and television broadcasts.

There are also licences which have been negotiated with:

- AMCOS/ARIA/APRA for the copying, playing and performance of recorded music, and
- Australasian Mechanical Copyright Owners Society (AMCOS) for copying sheet music.

This licensing system was created early in the 1980's and by the end of the 80's a sampling system was in place. This replaced the need for all schools to maintain copying records all the time.

## How does the sampling system work?

The copyright licences require a small number of schools in each state and territory to participate in sampling surveys once every two years. AC Nielsen will conduct the CAL and screenrights surveys.

All schools chosen will participate in the CAL survey and most schools will also participate in either the Screenrights or AMCOS/ARIA/APRA surveys.

Each school involved in the sampling process must keep detailed records of copyright material photocopied by staff for one term. Once that school has participated in the survey, they are exempt from this process for the next eight years.

Approximately a quarter of the number of schools chosen are sampled each term.

Where a school services both primary and secondary students only one area will be surveyed.

The sampling survey will usually commence on day one of the term and end on the last day of the term, apart from those participating in Term 1 when it will start within the first three weeks of term.

## Is there an alternative to sampling?

The alternative to sampling would be for each school to maintain records of use every day, all year, every year. The School sectors would prefer to avoid this alternative and the sample survey system is less onerous.

## How was your school chosen?

ACNielsen set parameters for sampling a range of schools and specified the number of secondary and primary schools from Independent, State and Catholic school systems in each State and Territory. Each State and Territory has a data base of all schools in their State and Territory. Once figures for each sector were known, schools that had participated in a survey in the last 8 years were excluded. The data was then entered into a software program and the schools were then randomly selected.

## What does the sampling process measure?

The CAL and AMCOS surveys record photocopying of published materials by, or on behalf of, staff for educational purposes. It does not include:

- photocopying by students for their own study purposes;
- photocopying unpublished materials; or
- photocopying by staff for their own private use or non-school purposes.

The Screenrights survey records copying from radio or television by, or on behalf of, staff for educational purposes.

The survey data is used by the collecting societies to allocate the licence fees received by them to copyright owners whose works have been used.

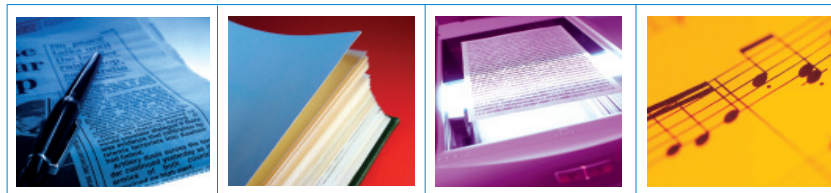
The CAL survey determines the total licence fees payable by each educational authority.

The surveys are not designed to 'check' on the extent of copyright material used by an individual staff member. All records are strictly confidential.

## Who will train you?

Representatives of the copyright societies and AC Nielsen will conduct the training seminar and advise of record keeping requirements to be undertaken by schools during the sampling period.

These training seminars act as "Train the Trainer" sessions. The survey company will inform staff selected to be a Copyright Survey Manager (CSM) how the system will work in your school and how they will support you in the survey.



## What do I have to do?

As a teacher in a school involved with the CAL survey you are required to record all photocopying that you do. If the work is unpublished or it is for your own personal copying you will only need to record it on the unpublished form near the photocopier. If you are copying third party material for your students you will need to record details on a separate form.

Please comply with this as your CSM has to reconcile the copies recorded on the forms with the photocopier meter readings at the end of each week.

The Screenrights survey requires you to sign a form each week to show what programs you have copied off air or to indicate a nil return.

The AMCOS/ARIA/APRA survey requires you to show what music has been performed or copied in your school.