Schools Photocopy Survey

Copying Declaration Form

amrinteractive

Use this form when:

- Copying at an unmonitored copier (eg at a central print copier; any other unmonitored equipment)
- Copying outside the school
- Copying into an alternative format such as 35mm slides.
- Sending published material to a central print facility
- Receiving copies of published material (eg at a teacher-in-service)

When completed, either:

- Send it with your order to Central Print, or
- Give it directly to your Copyright Survey Manager (CSM), or
- Place this form in the collection tray at a monitored copier

SECTION A: *Where, when and who?*

1. **School Name:**
2. **School ID** (as assigned by AMRInteractive)
3. **Your Name:**
4. **Date:** ___ / ___ / 2008

SECTION B: *What have you copied?*

5a. Please tick the SOURCE of your copy:

- ☐ BOOK
- ☐ BLACKLINE MASTER
- ☐ MAGAZINE / JOURNAL
- ☐ PRINT MUSIC
- ☐ INTERNET
- ☐ OTHER PUBLISHED MATERIAL (attach an extra copy)
- ☐ SOURCE UNKNOWN (attach an extra copy)

Please provide the following information for each item ticked in Q5a (except if 'source unknown') either by filling in Q5b, 5c, 5d, 5e *or* by attachments

5b. Publication name / URL or web address

5c. If journal, newspaper or magazine:

Date ---- / ---- / ------

Volume

Page number(s)

5d. Publisher

5e. ISBN number (books)

ISSN number (journal, magazine)

ISMN number (music)

6a. Please tick WHAT you've copied from this source:

Note: TICK ONE BOX ONLY UNLESS YOU ARE COPYING FROM MORE THAN ONE SOURCE eg to create a worksheet with multiple materials (such as a poem, a picture, and a newspaper article etc.) combined in the final product, then tick as many types as apply. Follow the instructions for each material type PLUS staple a copy of the whole worksheet to this form.

- ☐ CHAPTER(s) or part
- ☐ ARTICLE(s) or part
- ☐ POEM
- ☐ SHORT STORY
- ☐ PLAY
- ☐ PRINT MUSIC
- ☐ VISUAL ARTS
- ☐ INTERNET PAGE(s)
- ☐ ACTIVITY / RESOURCE PAGE(s)
- ☐ OTHER ▼

6b. Please provide the following information for each item ticked in 6a:

Creator(s)

Title

You need to attach enough information to identify the creator(s) in the work(s) you have copied

SECTION C: *Further details*

7. **Does the material copied contain any Visual Arts?**
   This includes photographs, cartoons, drawings, graphs, charts, illustrations, maps and paintings.
   Yes ☐ No ☐

8. **What is the copy output format?**
   Paper ☐
   Overhead Transparency
   35mm Slide

9. **Is this for display?**
   For example works to be mounted on a wall or put on display in a folder
   Yes ☐ No ☐

10. **Number of published pages copied**

11. **Number of copies each page**