A stylized graphic of a globe, rendered in dark blue lines, showing latitude and longitude lines. It is positioned on the left side of the slide, partially overlapping the title text.

# TAFE Monitoring System 2008

- Monitoring Purposes
- System Overview
- Data required
- Process of providing data
- Timetable

# Monitoring Purposes

1. To determine the quantity of copyright material copied for educational and administrative purposes
2. To identify the material copied so that payment can be made to copyright owners

# Copyright Monitoring System



## Hardcopy System

- *Examples:*
  - ☆ Photocopying
  - ☆ Scanning
  - ☆ Printing from Internet

Depts & other areas  
of the selected campuses

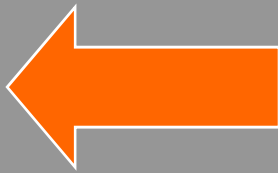
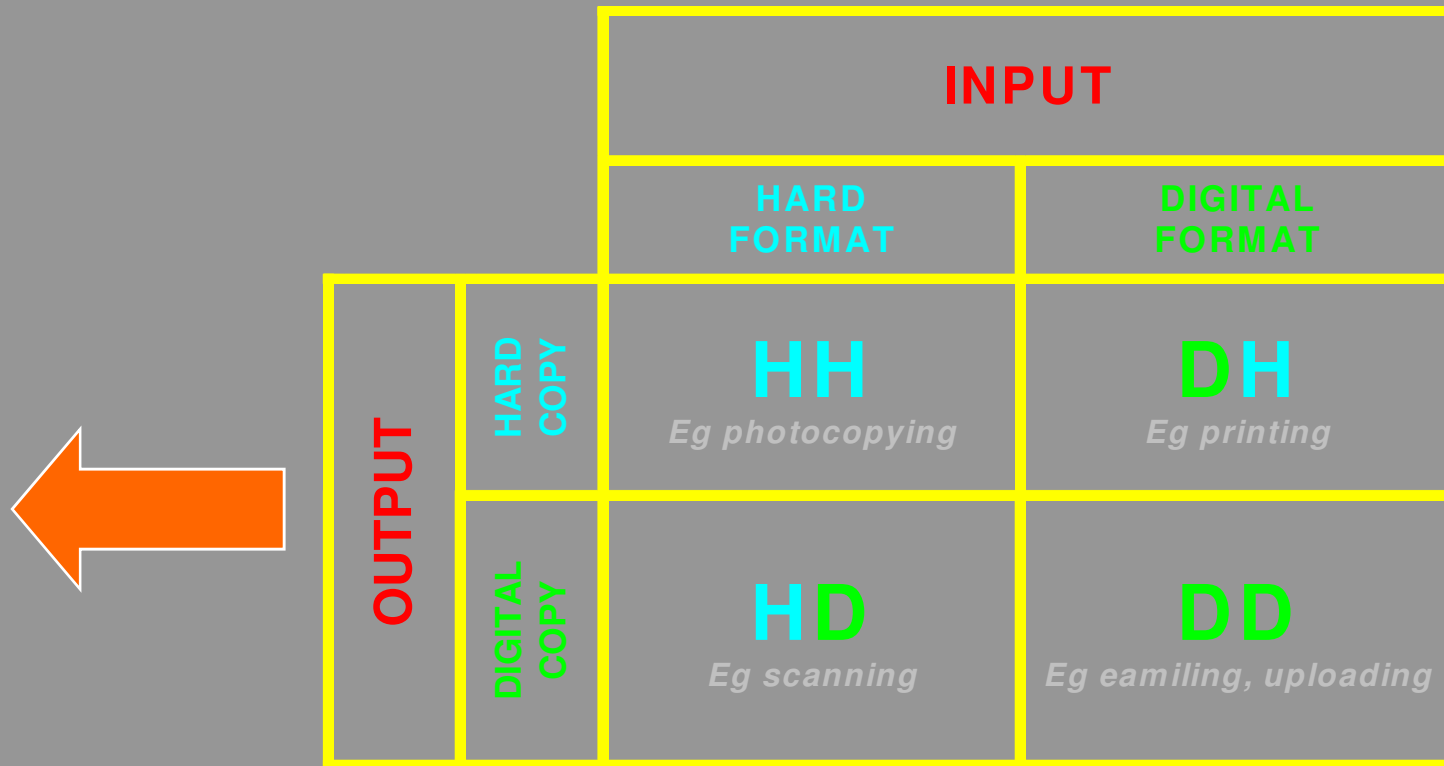


## Electronic Use System (EUS)

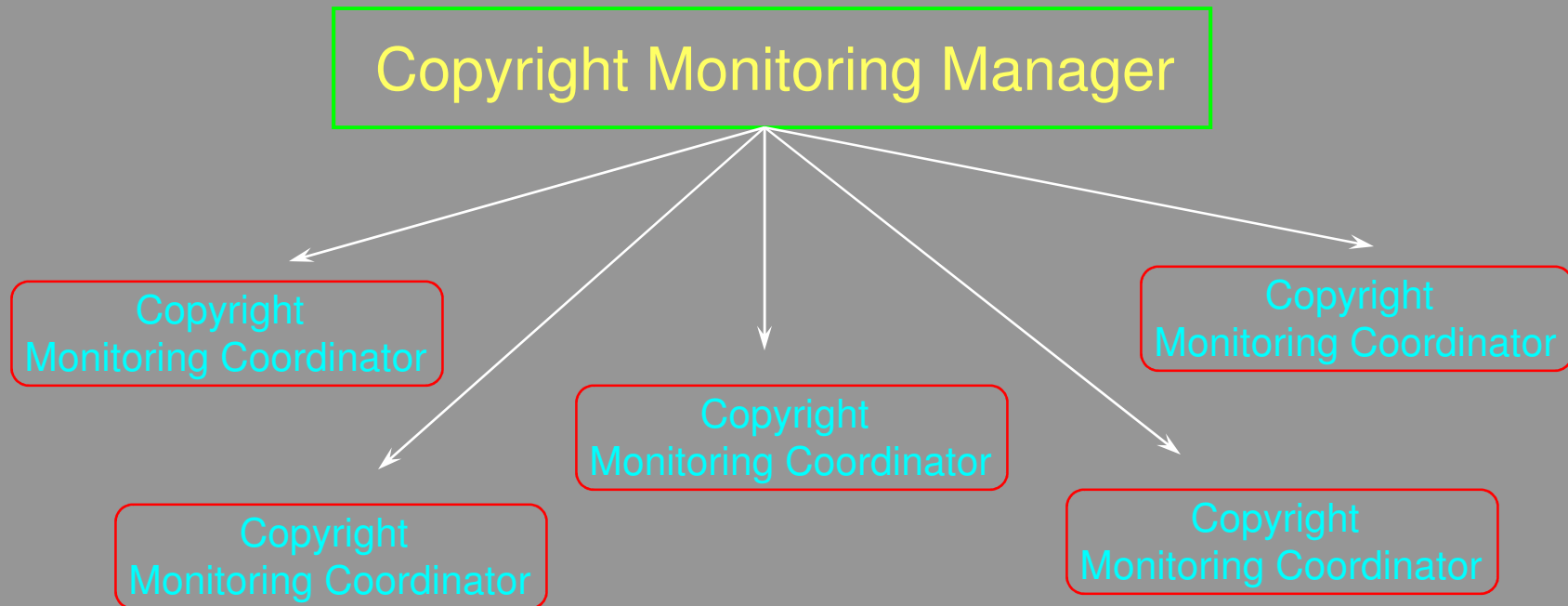
- *Examples:*
  - ☆ Posting on Intranet
  - ☆ E-mailing
  - ☆ Scanning
  - ☆ Printing from Internet

Digital Service Areas

# What's in the EUS?



# Who runs the monitoring?



# Copyright Monitoring Coordinators

- What are the responsibilities?
  - ✓ attend training and train others
  - ✓ set up and monitor the system
  - ✓ ensure data ready for verification
  - ✓ **report progress to Monitoring Manager**

# Data Collection: Two Systems

- **Electronic Use Form:**
  - ✓ small digital service area
  - ✓ low volume or infrequent copying/communication of published material
- **Electronic Use Spreadsheet:**
  - ✓ large digital service area
  - ✓ high volume or frequent copying/communication of published material


# Electronic Use Form

Your details →

How much? →

Type of copying/  
communication? →

Identifying the  
source

amrinteractive 

**TAFE INSTITUTE MONITORING SYSTEM 2008**  
**ELECTRONIC USE FORM**  
For the copying and communication of published works in digital format

**Use this form if you are:**  
- Copying published works: eg. Scanning a book or journal, downloading or printing from the internet, copying works to a CD/ disk;  
- Communicating published works: e.g. uploading to the Internet, Intranet or a network so that others can use the work, sending works by e-mail.

**When completed, either:**  
- Send it with your order to Central Print; or  
- Give it directly to your Copyright Monitoring Co-ordinator (CMC); or  
- Place this form in the folder at a monitored copier, scanner or printer.

**PLEASE ANSWER EVERY QUESTION**

<p><b>1.</b> TAFE Institute: <input style="width: 100%;" type="text"/></p> <p><b>2.</b> College/Campus ID: <input style="width: 100%;" type="text"/> <small>(assigned by AMR Interactive)</small></p> <p><b>3.</b> Your name: <input style="width: 100%;" type="text"/></p> <p><b>4.</b> Date: <input style="width: 100%;" type="text"/></p> <p><b>5.</b> How is your published material most easily counted?  <input type="checkbox"/> Pages    <input type="checkbox"/> Graphics    <input type="checkbox"/> Words (free text)</p> <p><b>6.</b> How many pages/graphics/words have you copied or communicated? <input style="width: 50px;" type="text"/></p> <p><b>7.</b> What have you done with all the published material? <i>(tick and complete all that apply)</i></p> <p><input type="checkbox"/> <b>UPLOADED</b> it to an Internet, Intranet or network site so that it can be used by students or staff.</p> <p>Target audience size* <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> <b>EMAILED</b> it to students or staff</p> <p>Number of recipients <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> <b>PRINTED OR DOWNLOADED</b> it from a digital source (e.g. From the Internet, CD-ROM, network, hard drive etc).</p> <p>Number printed/downloaded <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> <b>COPIED</b> or burned it to a disk or CD (this does not include making back-up copied).</p> <p>Number of copies made <input style="width: 50px;" type="text"/></p> <p><input type="checkbox"/> <b>SCANNED</b> it from a hardcopy to create a digital file</p> <p><small>* Target audience size: this is the total number of staff and/or students for whom the work has been provided. E.g. if you have uploaded the work for use by first year Automotive students then the target audience is the total number of first year Automotive students.</small></p>	<p><b>8.</b> Is the material to form part of a collection of readings equivalent to a hardcopy course pack or part of a similar collection to be issued as a set to students or staff? <i>(NB these packs do not include collections of media clippings made for staff)</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>9.</b> Does the material contain artworks or drawings? (e.g. photographs, cartoons, graphs, illustrations, maps etc)</p> <p><input type="checkbox"/> Yes → <b>YOU MUST PROVIDE A COPY - SEE Q.10 BELOW</b> <input type="checkbox"/> No</p> <p><b>10.</b> You need to provide enough information to identify the copyright owner in the material you have copied or communicated:</p> <p><b>EITHER:</b></p> <ol style="list-style-type: none"> <li>1) Provide a <b>hardcopy</b> of the material along with any identifying information, e.g. ISBN, ISSN barcodes, CD ROM cover, internet address etc, <b>AND staple the copy to this form; OR</b></li> <li>2) Provide an electronic copy of the material along with any identifying information on a <b>clearly marked disk or CD AND place the disk or CD in an envelope with this form; OR</b></li> <li>3) Provide full details below. (NOTE: if you answered Yes to Q.9 you must provide a copy as described in options 1 or 2 above).</li> </ol> <p>Title of publication: <input style="width: 100%;" type="text"/></p> <p>Title of work: <input style="width: 100%;" type="text"/> <small>(e.g. chapter/article)</small></p> <p>Author name: <input style="width: 100%;" type="text"/></p> <p>Publisher name: <input style="width: 100%;" type="text"/></p> <p>Date of publication: <input style="width: 100%;" type="text"/></p> <p>Page numbers copied: <input style="width: 100%;" type="text"/></p> <p>ISBN;ISSN or URL: <input style="width: 100%;" type="text"/></p>
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# Completing the Spreadsheet

- **May have one method or a combination:**
  - ✓ download data direct to EUS file (e.g. by writing a query in Access or simply copying)
  - ✓ enter data into EUS file each time copying occurs
  - ✓ make a note each time copying occurs and then enter details in time for verification

# EUS File - Verification

- Provide EUS file at end of fourth week, containing first 14 days of data
- Verification by AMR Interactive:
  - ✓ all fields present and in right order
  - ✓ no compulsory fields left blank without good reason
  - ✓ data is in valid ranges
  - ✓ copies containing incidental artworks provided and clearly identified
- If all OK - provide Final EUS File at end
- If not OK - provide fortnightly progress files
- **We will work with you to ensure success**

# Spreadsheet Timetable

- **Monitoring Starts: {date}**
- **1st Progress File due: by {date}**
  - *all data up to {date}*
- **Monitoring Ends: {date}**
- **Final data file due: by {date}**
  - *all data for the 3 month period*