

# Copyright Survey

- Survey purposes & methodology
- Your involvement
- Survey documents
- Timetable

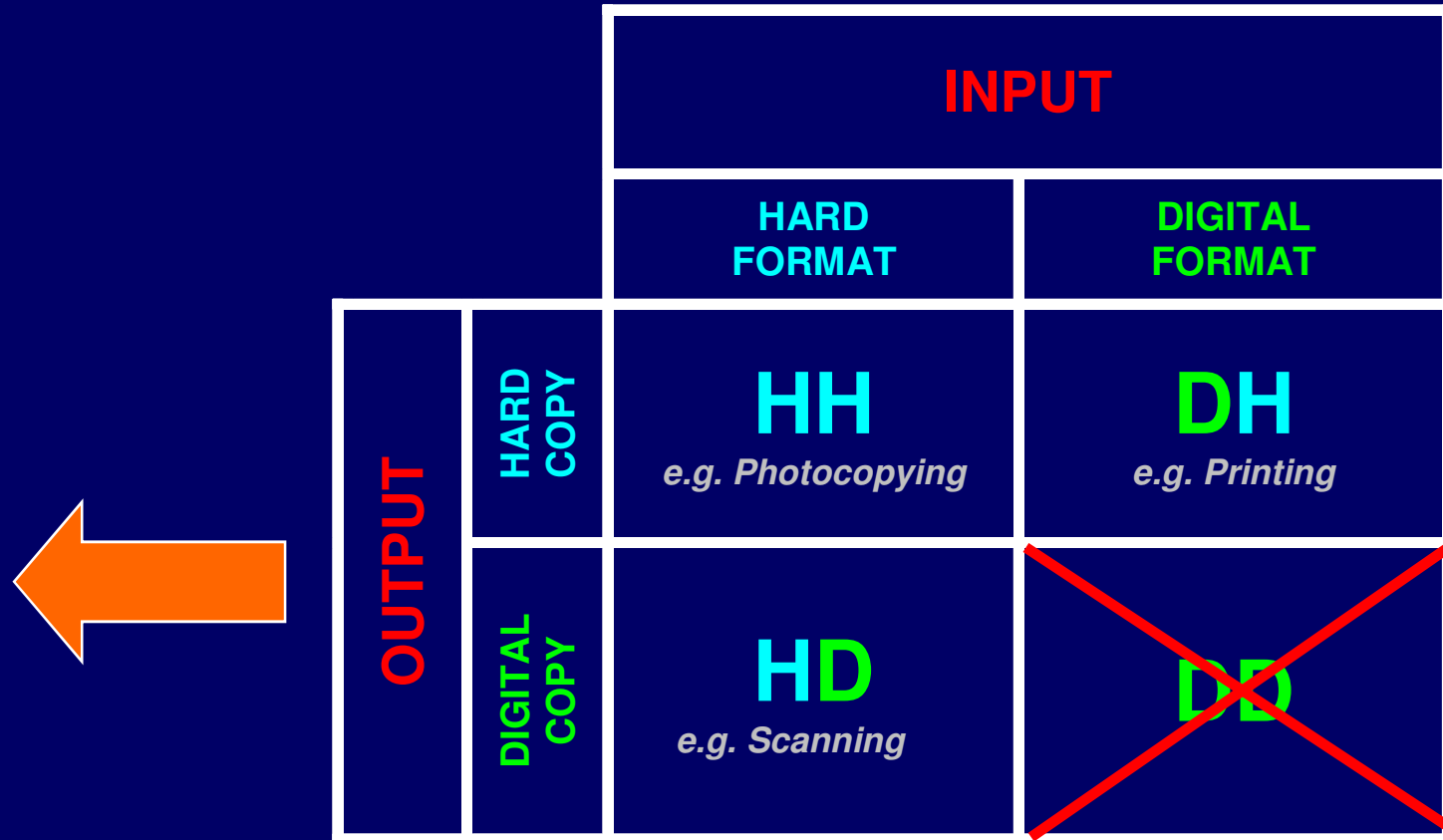
# Survey Purposes

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

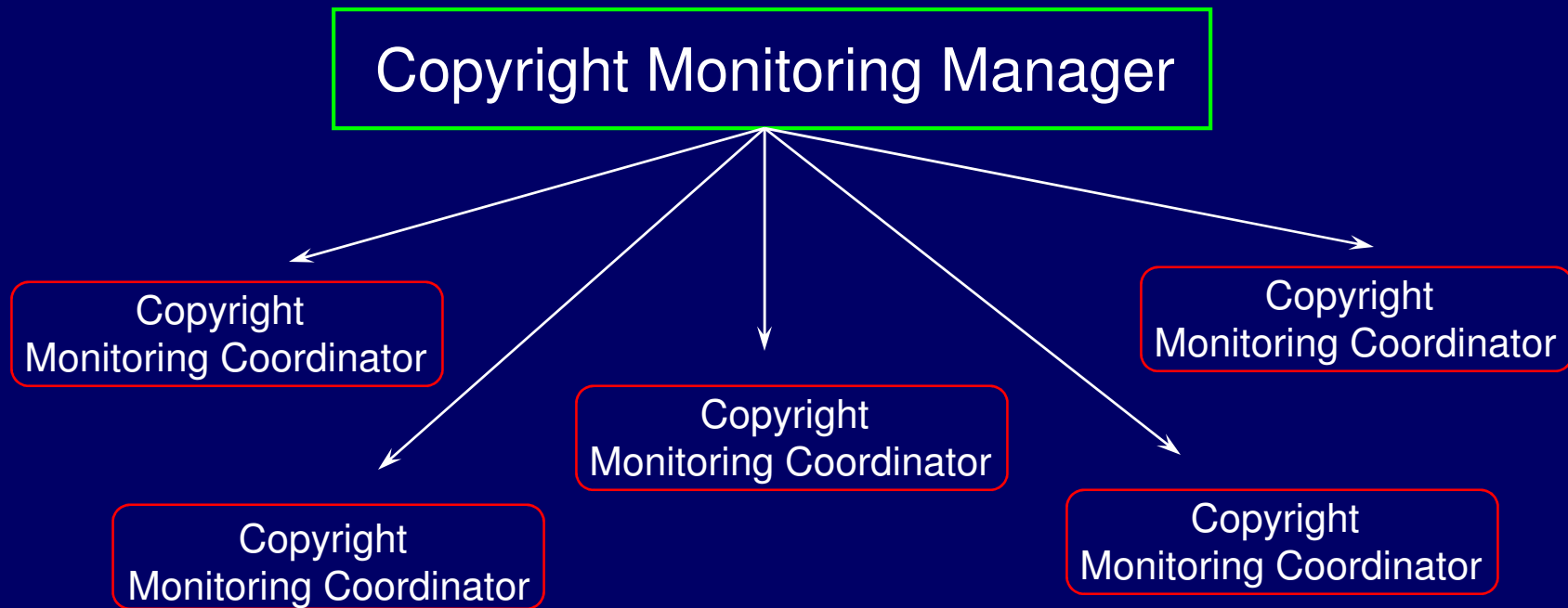
# Survey Methodology

- A sample of TAFEs, Unis and Schools selected to represent institutions in each system
- Full and accurate records kept for one season
- Rates of copying estimated from the data collected
- Monies distributed to copyright owners

# What's in the survey?



# Who runs the monitoring?



assisted by...



# Your Involvement

- Understand fully the survey aims, objectives of monitoring and how it will operate
- Convey information to colleagues
- Set up monitoring
- Monitor the survey
- Review progress
- Liaise with AMR Interactive Field Officer
- Report progress to Survey Manager





# Unpublished Material Record Form

amrinteractive 

TAFE Institute ID: **401**

Copier ID: **01**

TAFE INSTITUTE MONITORING SYSTEM 2006

## Unpublished Material Record Form


Record all copying of unpublished material on this form



Date	Total output pages*	Surname	Date	Total output pages*	Surname
1/06/07	50	Kenrick			
2/06/07	5	Farner			
2/06/07	24	Branick			

amrinteractive 

# Published Material Record Form

amrinteractive 

TAFE INSTITUTE MONITORING BY 3 TEL: 08 9437 0000

## Published Material Record Form

• Use this form when copying published material at a monitored photocopier  
• When completed place the form in the folder provided

**Please answer EVERY question**

<p>1. TAFE Institute: <input style="width: 100%;" type="text"/></p> <p>2. College/ Campus ID: <input style="width: 100%;" type="text"/></p> <p>3. Photocopier number: <input style="width: 100%;" type="text"/></p> <p>4. Your name: <input style="width: 100%;" type="text"/></p> <p>5. Date: <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/></p> <hr/> <p>6. Number of published pages copied (a): <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>7. Number of copies of each page (b): <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>8a. Total copies made (a x b): <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p> <p>8b. Tick this box if you have copied one published page on one side of an A4 page: <input type="checkbox"/></p> <hr/> <p>9. Are the copies to form part of a collection of reading or course packs or similar collection to be issued to a set of students or staff? <i>(NB: these packs do not include collections of media clippings made for staff)</i></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>10. Does the material to be copied contain artwork or drawings? (e.g. photographs, cartoons, graphics, illustrations, maps, etc)</p> <p><input type="checkbox"/> Yes → Attach a full copy of the material being copied AND attach a list of illustrations / diagrams if it exists.</p> <p><input type="checkbox"/> No</p>	<p>11. Please tick ONE of the four boxes and fill in the appropriate details, to identify the SOURCE of your copy:</p> <p><input type="checkbox"/> <b>A single published work</b> (e.g. a BOOK, a JOURNAL article, an ART WORK etc) You need to attach enough information to identify the copyright owner in the work you have copied.</p> <p>1) For ALL single published works:</p> <p>With an ISBN/ISSN → Photocopy the ISBN on the back of a book, ISSN on the front of a magazine, or journal or ISSN on a piece of music and staple it to this form.</p> <p>Without an ISBN/ISSN → Photocopy the page with publication details (e.g. reverse of the title page or the cover) and staple it to this form.</p> <p style="text-align: center;">AND</p> <p>2) If copying an item, article or chapter from a collection (e.g. a journal, a magazine or an anthology):</p> <ul style="list-style-type: none"> <li>• Copy the first page of the item, article or chapter (if not done already) and staple the copy to this form.</li> </ul> <p><b>NOTE:</b> If you are copying <b>PRINT MUSIC</b> or <b>ARTWORKS</b> please ensure the composer or visual artist is identified.</p> <p><input type="checkbox"/> <b>Newspaper</b></p> <ul style="list-style-type: none"> <li>• Make an additional copy of the article and staple it to this form (if not done already).</li> <li>• Fill out the details below:</li> </ul> <p>Newspaper name: <input style="width: 100%;" type="text"/></p> <p>Publication date: <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Page no (s): <input style="width: 20px;" type="text"/></p> <p>Title of article: <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> <b>Multiple published works</b></p> <ul style="list-style-type: none"> <li>• Make an additional photocopy of the material you are copying (if not done already) along with any identifying information, e.g. ISBN/ISSN etc.</li> <li>• Staple the copy to this form.</li> </ul> <p><input type="checkbox"/> <b>SOURCE UNKNOWN</b> <del>XXXXXXXXXXXXXXXXXXXX</del> → Please attach a copy</p> <hr/> <p>12. How many pages have you copied of this form? <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/></p>
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TAFE NSW, QLD, SA, TAS, VIC, WA 200001 or QLD TAFE 20000 (Design 2000) Printed 20/04/04. See www.tafesq.edu.au for TAFE\_QD\_TAFE2001.doc 01/12/2001 10:30:00 10/00000

# Published Material Record Form

Please answer **TRUE**

1. TAFE Institute..... **Brisbane North**

2. College/Campus ID..... **401**  
(assigned by ACNielsen)

3. Photocopier number:..... **01**

4. Your name..... **Joe Smith**

5. Date..... **01 / 06 / 07**

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6. Number of published pages copied (a).....    **2**

7. Number of copies of each page (b).....    **1 0**

8a. Total copies made (a x b).....     **2 0**

8b. Tick this box if you have copied two published pages to one side of an A4 page:.....

# Published Material Record Form

**9. Are the copies to form part of a collection of readings or course pack or a similar collection to be issued as a set to students or staff?**

*(NB: these packs do not include collections of media clippings made for staff.)*

Yes

No

**10. Does the material to be copied contain artworks or drawings? (e.g. photographs, cartoons, graphs, illustrations, maps etc)**

Yes → Attach a full copy of the material being copied AND attach a list of illustrations / diagrams if it exists.

No

I:\jobs\AVCS\_CAL\CAL\TAFE\NG60350 CAL TAFE 2006\Design\2006 Forms\Word files

# Published Material Record Form

11. Please tick ONE of the four boxes and follow the instructions to identify the SOURCE of your copy:

**A single published work**  
(e.g. BOOK, a JOURNAL article, WORKBOOK etc)

You need to attach enough information to identify the copyright owner in the work you have copied.

1) For ALL single published works:

With an ISBN/ISSN or ISMN → Photocopy the ISBN on the back of a book, ISSN on the front of a magazine, or journal, or ISMN on a piece of music and staple it to this form.

Without an ISBN/ISSN or ISMN → Photocopy the page with publication details (eg reverse of the title page or the cover) and staple it to this form.

AND

2) If copying an item, article or chapter from a collection (e.g. a journal, a magazine or an anthology):

- Copy the first page of the item, article or chapter (if not done already) and staple the copy to this form.

NOTE: If you are copying PRINT MUSIC or ARTWORKS make sure the composer or visual artist is identified.

**Newspaper**

Make an additional copy of the article and staple it to this form (if not done already).

- Fill out the details below.

Newspaper name:

Publication date:  /  /  Page no(s):

Title of article:

**Multiple published works**

- Make an additional photocopy of the material you are copying (if not done already), along with any identifying information, e.g. ISBN barcodes etc.
- Staple the copy to this form.

**SOURCE UNKNOWN**

Insufficient publication details → Please attach a copy

# Published Material Record Form

**11.** Please tick **ONE** of the four boxes and follow the instructions to identify the **SOURCE** of your copy:



**A single published work**

(e.g. a **BOOK**, a **JOURNAL** article, an **ARTWORK** etc)

**You need to attach enough information to identify the copyright owner in the work you have copied.**

1) For **ALL** single published works:

**With an ISBN/ISSN or ISMN** → Photocopy the ISBN on the back of a book, ISSN on the front of a magazine or journal, or ISMN on a piece of music and staple it to this form.

**Without an ISBN/ISSN or ISMN** → Photocopy the page with publication details (eg. reverse of the title page or the cover) and staple it to this form.

**AND**

- 2) If copying an **item, article or chapter** from a collection (e.g. a journal, a magazine or an anthology):
- Copy the first page of the item, article or chapter (if not done already) and staple the copy to this form.

**NOTE:** If you are copying **PRINT MUSIC** or **ARTWORKS** make sure the composer or visual artist is identified.

# Published Material Record Form

## Newspaper

- Make an additional copy of the article and staple it to this form (if not done already).
- Fill out the details below.

Newspaper name:

Publication date:  /  /  Page no(s):

Title of article:

## Multiple published works

- Make an additional photocopy of the material you are copying (if not done already), along with any identifying information, e.g. ISBN barcodes etc.
- Staple the copy to this form.

## SOURCE UNKNOWN

Insufficient publication details? → Please attach a copy

12. How many pages have you attached  
to this form?

0  2

# Published Material Record Form

**Newspaper**

- Make an additional copy of the article and staple it to this form (if not done already).
- Fill out the details below.

Newspaper name:

Publication date:  Page no(s):

Title of article:

**Multiple published works**

- Make an additional photocopy of the material you are copying (if not done already), along with any identifying information, e.g. ISBN barcodes etc.
- Staple the copy to this form.

**SOURCE UNKNOWN**  
Insufficient publication details? → Please attach a copy

12. How many pages have you attached to this form?



# Copying Declaration Form

8. Are the copies to form part of a collection of readings or course pack or a similar collection to be issued as a set to students or staff?

(NB: these packs do not include collections of media clippings made for staff).

- Yes  
 No

9. How have you copied the material?

- Photocopied – COMPLETE Q.11 & Q.12  
 Scanned – COMPLETE Q.11 & Q.12  
 Printed from digital source (e.g. from the Internet, CD-ROM etc) – COMPLETE Q.10 & Q.12

10. What have you printed from a digital source?

- Internet/Intranet sites – Attach a copy of all material you have printed, ensuring the internet address is clearly marked.  
 CD-ROM or other digital sources – Attach a copy of what you have printed together with a photocopy of the CD cover and/or any identifying information on sections copied (e.g. title of chapters etc).

GO TO Q.12

11. What have you photocopied or scanned? (Tick one of the four boxes below and follow the instructions provided):

- Multiple published works  
• Make an additional copy of the material along with any identifying information, e.g. ISBN barcodes etc.  
• Staple the copy to this form.

- A single published work  
(e.g. a BOOK, a JOURNAL article, an ARTWORK etc)  
You need to attach enough information to identify the copyright owner in the work you have copied.

1) For ALL single published works:

With an ISBN/ISSN or ISMN → Photocopy the ISBN on the back of a book, ISSN on the front of a magazine or journal, or ISMN on a piece of music and staple it to this form.

Without an ISBN/ISSN or ISMN → Photocopy the page with publication details (eg. reverse of the title page or the cover) and staple it to this form.

AND

- 2) If copying an item, article or chapter from a collection (e.g. a journal, a magazine or an anthology):  
• Copy the first page of the item, article or chapter (if not done already) and staple the copy to this form.

NOTE: If you are copying PRINT MUSIC or ARTWORKS make sure the composer or visual artist is identified

- Newspaper

- Make an additional copy of the article and staple it to this form (if not done already).  
• Fill out the details below.

Newspaper name:

Publication date:  /  /  Page no(s):

Title of article:

- SOURCE UNKNOWN


Insufficient publication details? → Please attach a copy

12. Does the material to be copied contain artworks or drawings? (eg. photographs, cartoons, graphs, illustrations, maps etc)

- Yes → Attach a full copy of the material (if not done already) AND attach a list of illustrations / diagrams if it exists.  
 No



# Summary Sheet

amrinteractive 

**TAFE INSTITUTE MONITORING SYSTEM**  
**Photocopier Summary Sheet**

Name of TAFE Institute:	<input type="text"/>	TAFE Institute ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Location of Copier: <small>(eg. staff room)</small>	<input type="text"/>	Copier No:	<input type="text"/>	<input type="text"/>	<input type="text"/>
CMC Name:	<input type="text"/>	Period Ending:	<input type="text"/>		

**Forms For Collection**

Number of forms for the period:

- Unpublished Material Record Forms
- Published Material Record Forms
- Copying Declaration Record Forms

**1 Meter Readings**

Meter Reading at Period END (A)	<input style="width: 80%;" type="text"/>
Meter Reading at Period START (B)	<input style="width: 80%;" type="text"/>
A minus B =	<input style="width: 80%;" type="text"/>

VOLUME  
through this copier

**2. Totals**

Unpublished Pages Copied <small>(add all the totals of the Unpublished forms)</small> (X)	<input style="width: 80%;" type="text"/>
Published Pages Copied <small>(add all the totals of the Published Record forms)</small> (Y)	<input style="width: 80%;" type="text"/>
Extra Pages Copied for Survey <small>(add the extra pages copied that are attached to the Published Record forms)</small> (Z)	<input style="width: 80%;" type="text"/>
X + Y + Z =	<input style="width: 80%;" type="text"/>

VOLUME  
accounted for on forms

The information provided on this form is, as far as possible, an accurate reflection of copying volumes for the period specified. I have checked the attached forms for completeness and legibility.

Signed:  Date:

H:\hiv\VC\CAL\CAL\TAFE\BIN\360330 CAL TAFE 2009\Design\2006 Form\Word files\venox\Training pack\ NG360330

# Summary Sheet



## TAFE INSTITUTE MONITORING SYSTEM Photocopier Summary Sheet

Name of TAFE Institute:	<b>Brisbane North</b>	TAFE Institute ID:	<b>4</b>	<b>0</b>	<b>1</b>
Location of Copier: <small>(eg. staff room)</small>	<b>Front office</b>	Copier No:	<b>0</b>	<b>1</b>	
CMC Name:	<b>YOUR NAME</b>	Period Ending:	<b>3 / 12 / 06</b>		

### Forms For Collection

Number of forms for the period:	
+ <i>Unpublished Material Record Forms</i>	<b>5</b>
+ <i>Published Material Record Forms</i>	<b>12</b>
+ <i>Copying Declaration Record Forms</i>	<b>4</b>

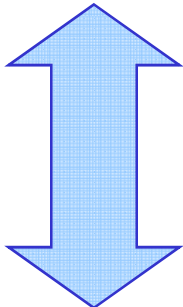


# Summary Sheet

## 1. Meter Readings

Meter Reading at Period <b>END</b>	(A) <i>20 000</i>	
Meter Reading at Period <b>START</b>	(B) <i>10 000</i>	
<i>A minus B =</i>		<i>10 000</i>
VOLUME through this copier		

## 2. Totals

<b>Unpublished Pages Copied</b> <i>(add all the totals of the Unpublished forms)</i>	(X) <i>7 500</i>	
<b>Published Pages Copied</b> <i>(add all the totals of the Published Record forms)</i>	(Y) <i>2 000</i>	
<b>Extra Pages Copied for Survey</b> <i>(add the extra pages copied that are attached to the Published Record forms)</i>	(Z) <i>500</i>	
<i>X + Y + Z =</i>		<i>10 000</i>
VOLUME accounted for on forms		

# Next Steps

- Publicise survey with colleagues
- Explain
  - What the survey is about
  - How it works
- Meet with AMR Interactive Field Auditor
- Set up survey
- Familiarise yourself with your copier(s)
- Take an initial meter reading
- Good luck!