Your Guide to our Education Print Licence

For Schools, Non Commercial PTE’s, ITP’s and Universities.

Your annual licence enables staff to make multiple copies from an original, to share with students.

**Copy & Scan**

*From*
- Books
- Textbooks
- Journals
- Periodicals
- Newspapers

*Does not include copying from workbooks.*

**Up to***

*Including*
- 10% of a book - with pictures and graphs
- 15 pages from a book of short stories or poetry book
- One article from a journal/periodical (more if on the same subject)
- Five articles per newspaper, per edition.

*In a school year

**Share with students**

*Via*
- Hardcopy
- Electronic whiteboard
- Email
- Intranet – via password protected system (not a public website).

Refer to the Copyright Act when copying:

- Material downloaded from the internet
- Printed sheet music (not contained within a book)
- Stand alone artwork
- Public domain works (50 years after the death of author and 25 years after publication)
- Theses; dissertations and student papers
- House journals (e.g. employee publications)
- Loose maps and charts

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