



GUIDELINES FOR COPYING UNDER THE PRINT LICENCE FOR SCHOOLS

The licence covers photocopying and electronic copying from books, journals and magazines owned by the school. Copied material can be distributed to students in hardcopy form, on CD/DVD or by email. It can also be made available on the school’s password protected intranet or on an electronic whiteboard.

COPYING PERMITTED UNDER YOUR LICENCE ...

- up to 10% or one chapter of a book (whichever is the greater);
- up to 15 pages of all (or part) of a single work contained in a collection or anthology of works, even if the works are published separately;
- one article (or part of an article) from a periodical—additional articles may be copied from the same periodical if they are on the same subject;
- an artistic work (such as an illustration);
- a complete work, only where the work is out of print and unavailable for purchase (authority to photocopy required from Copyright Licensing Ltd);
- material obtained through the Interloan service if it cannot be obtained from any other source.

Digital copies:

- must be identified with source details;
- may not be systematically stored and indexed with the intention of creating an electronic database of works;
- may not be made available on a publicly accessible website;
- may not be made available to anyone other than students and staff of the school.

All extracts may be included in in-house compilations or workbooks as long as the source is correctly identified.

The licence does not permit copying from the following works:

- works that state they may not be copied under a copyright reprography licence of this nature;
- works downloaded from the Internet;
- printed music (including the words);
- loose maps and charts;
- unpublished religious orders of service;
- house journals (publications for employees);
- New Zealand newspapers;
- photographs and/or illustrations published separately from a textual work;
- unpublished works created by educational institutions and used internally or under licence;
- privately owned work issued for tuition purposes and limited to a clientele who pay fees;
- theses, dissertations and student papers;
- electronic works and databases of works;
- ‘Copy Permitted’ publications that can be freely copied for educational or other purposes.

You need appropriate authority to copy from these works.



DATA COLLECTION

CLL needs to determine whose copyright works are being copied, and what proportion of licence fees should be allocated to each copyright owner whose work is copied.

That’s why each year we collect data from a small number of statistically selected licensees on what copyright material is being copied. The information is then collated and processed to enable distribution to the rightful copyright owners.

The data collection period lasts for only eight weeks, during which time the institution is required to keep full and accurate records of all copying of copyright material. From this we are able to distribute fees to the correctly identified authors, artists, and publishers.

The whole process is simple, non-invasive, and can be summed up in three easy steps:

- CLL briefs the licensee before the data collection period begins;
- photocopying record forms are placed by selected photocopiers;
- staff record all copyright material copied under licence for a period of eight weeks.

There is no CLL presence on site.

Once your school has participated in a data collection, it will not be selected again for at least ten years.