

# Are you copying?

**COPY  
RIGHT**  
LICENSING  
NEW ZEALAND



*Let's do the right thing*

## Are you copying content from books, journals, newspapers\* or magazines?

Your school holds a copyright licence that makes compliance quick and simple. It gives permission for you to **COPY, SCAN** and **SHARE** copyright protected materials with your students.

**Here's an overview of what's covered under your copyright licence.**



### **What material can you copy?**

- Material that originates from a printed book, journal, magazine or newspaper\* (sometimes called hard copies)
- A scanned or digital copy of an original printed version



### **How much can you copy?**

- Up to 10% or one chapter of a book (whichever is greater, including pictures and graphs)
- 15 pages from books of short stories and poetry
- Complete magazine and journal articles (one per issue, more if on the same subject)
- Local and overseas newspaper\* articles (five per issue, from online or hard copy)



### **How can you share this material with students?**

- Handouts, class notes and teacher compiled worksheets (printed and digital)
- Interactive whiteboards and screens
- Password protected intranet sites (eg. student portals)
- Email

### **Questions?**

For in-depth answers for all your copyright questions, visit our Knowledge Base:

[knowledgebase.copyright.co.nz](https://knowledgebase.copyright.co.nz)

Want to upskill yourself in how copyright applies to your teaching?

Take our free, 30-min Copyright Basics eLearning course [learning.copyright.co.nz](https://learning.copyright.co.nz)

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