

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 organisation 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 lecturer 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

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

Take our free, 30-min Copyright Basics eLearning course learning.copyright.co.nz

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