COPY RIGHT LICENSING NEW ZEALAND

Let's do the right thing

Your guide

TO THE DATA COLLECTION PROCESS

0800 480 271
copyright.co.nz

Who are we?
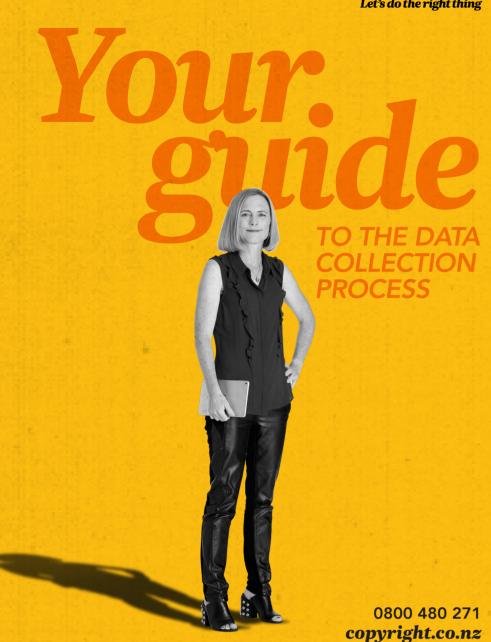
Copyright Licensing New Zealand provides licences to help make copying, scanning and sharing printed works easy and legal.

We are jointly owned by the Publishers Association of New Zealand (PANZ) and the New Zealand Society of Authors (NZSA), and are members of the International Federation of Reproduction Rights Organisations (IFRRO), which makes us part of a global network that represents the interests of authors and publishers from all around the world.

We are a not-for-profit organisation, and the net revenue generated from our licences is distributed to the creators of the work being copied. It's our way of helping licence-holders maximise resources, educate our future creatives and provide an income to the clever people who created the work that is being copied.

Let's do the right thing

FOR OUR NEW ZEALAND AUTHORS AND CREATORS

Scotty Morrison
Author, Māori language advocate, professor and broadcaster

Eileen Merriman
Author and young adult writer

David Veart
Author and archaeologist

Siobhan Harvey
Author, poet, editor and creative writing lecturer

Adam Dudding
Author and journalist

Dr Hazel Petrie
Author and NZ historian

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Your licence to copy

We know that copying and sharing resources within the learning environment is an integral teaching asset for staff and students. Your organisation holds a copyright licence that is designed to make your life easier as it gives advanced permission for you to COPY, SCAN and SHARE copyright protected materials with your students.

The copyright licence makes legal compliance much easier: it means that you don't have to obtain agreement to use copyrighted material in course material, and it extends the legal limit for the amount of material you can use.

For an overview of what your copyright licence covers, check out the **Understanding your copyright licence** page of this brochure.

Collecting data

Why your organisation?

Every few years we ask our licence-holders to complete a data collection exercise. This data is important because it allows us to distribute money collected from licence-holders to the creators/copyright owners of the work that is being copied. Some of the creators we support may even be your colleagues. This additional source of income is really important to ensure that creators here in Aotearoa New Zealand can continue to tell our stories. It also helps to support overseas creators whose work has been copied.

What happens with the data provided?

The coordinator nominated within your organisation to manage the data collection process will supply the data to us. The data is then collated along with returns from other organisations and processed by our team. Once processed, financial distribution is now possible to the authors and creators whose works are shown to be copied.

At the completion of the data collection, we'll share some information on the outcome of the process with the coordinator in your organisation. We'll ask them to share this with you, so you can see the contribution you have made to New Zealand authors and creators.

How to complete the data collection

The coordinator in your organisation will supply you with an electronic form to complete called a Data Collection Form.

Please follow the guidelines and steps supplied on the first page (also shown in this brochure). Carefully complete the relevant columns in the form to ensure we have all the information required to process the material.

The data collection process isn't meant to be difficult or time-consuming, although it helps if you have up-to-date reference lists for each course you teach.

Step 1

Usually done by the HOD or an equivalent person

For each paper, complete columns A-F by entering the following:

- School name
- Tutor name
- Period: this can be semester 1, semester 2, full year, or summer school
- Paper ID
- Copyright material used: check the list for course materials given to students. If they include material that comes from a hard copy source, even if it's been scanned and converted to digital format, put Y into this column. (If there are no copyright materials from hard copy sources, put N in this column. You don't have to complete the rest of the columns for the paper if you entered N.)

Step 2

Could be done by the HOD/equivalent person, or the tutor/teacher of the paper

Complete columns G-K by entering the following:

- Publication name: the title of the book, textbook, journal, periodical or newspaper
- Author: the author of the book, textbook, or the journal/periodical/newspaper article
- Publisher: the name of the publisher of the book, textbook, journal, periodical or newspaper
- Date of publication
- ISBN or ISSN: a 10 or 13 digit number
- Page range copied: this should list the first and last pages used in the course materials, and it could include multiple sets, like this: e.g. 7-13, 18-21

Step 3

Done by the HOD or an equivalent person

Provide signed confirmation to the person organising the data collection at your organisation that the information provided has been checked and is complete and correct.

Thank you for helping us.

Understanding your copyright licence

If your student course materials include content from books, journals, magazines or newspapers*, your copyright licence is here to make your work much easier. Here's an overview of what's covered under this 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
- Email

Questions?

We know that's a bit to take in. For in-depth answers for all your copyright questions, visit the Knowledge Base:

knowledgebase.copyright.co.nz

For more information visit:

www.copyright.co.nz

*newspapers are not included in your licence if you are a business or commercial organisation