

COPYRIGHT – A QUICK GUIDE

ALLOWED:

- Documents created entirely by SuniTAFE

- Documents with licenced permission:
 - Check the verso page for terms and conditions – look for statements like “permitted for use by RTOs; permitted for training and education”
 - Check the permissions register on the portal
 - If it’s a website, check the terms and conditions
 - If you’re still unsure - ask Rachel

- Documents within the allowable limits of the Educational Statutory Licence:
 - Books - 10% or 1 chapter, whichever is the greater

 - Journals/magazines – 1 article per issue, unless on same topic, then more than 1 article permitted

 - Literary/dramatic anthologies – 15 pages

 - Images/photos/diagrams/artworks – only if embedded within text or explaining text

FOLLOW-UP REQUIRED BEFORE PRINTING:

- Documents with no verso pages

- Documents with no permission/licence

- More than allowable limits – 10% limit is institute-wide, so if one teacher has already copied a chapter of a book, another teacher isn’t allowed to have another chapter

- Terms and conditions that state only for personal or non-commercial use (TAFE is a commercial entity)

- Standalone images with no text

- Attribution (referencing) does not equal permission to copy