

Copyright for Teaching

This guide aims to help you determine what material you can copy, any copying limits that may apply and the best way to share certain information with students.

Material	Format	How do I share with students?	Can I include it in a Lecture Recording?
Books and Book Chapters	<i>Hard copy original</i>	You must bookmark and submit a digitisation request in Course Resources. You may request one chapter or up to 10% - whichever is greater.	Yes
	<i>AUT Library database</i>	Bookmark in Course Resources or share a link on Blackboard.	Yes
Journals articles, non-NZ newspaper articles	<i>Hard copy original</i>	You must bookmark and submit a digitisation request in Course Resources. You may request one chapter or up to 10% - whichever is greater.	Yes
	<i>AUT Library database</i>	Bookmark in Course Resources or share a link on Blackboard.	Yes
NZ newspaper articles	<i>Hard copy original</i>	You must bookmark and submit a digitisation request in Course Resources. You may request up to 5 articles per issue.	Yes
	<i>Online</i>	Bookmark in Course Resources or share a link on Blackboard.	Yes
Collective works (short stories, plays)	<i>Hard copy original</i>	Bookmark & submit a digitisation request. You may request up to 15 pages.	Yes
	<i>AUT Library database</i>	Bookmark in Course Resources or share a link on Blackboard.	Yes
NZ Standards	<i>Hard copy</i>	Bookmark & submit a digitisation request. Copying limits apply, check with Library.	No
	<i>Digital copy</i>	Bookmark in Course Resources or share a link on Blackboard.	Yes
TV & Radio Broadcast sound recordings	<i>Online</i>	Play in the classroom or share a link on Blackboard or Course Resources.	Yes
Youtube videos	<i>Online</i>	Play in the classroom or share a link on Blackboard or Course Resources.	Yes
Kanopy films	<i>Online</i>	Play in the classroom or share a link on Blackboard or Course Resources.	No
Lightbox or Netflix	<i>Online</i>	You cannot share Netflix or Lightbox material in the classroom. Consider asking students to purchase a subscription.	No

Permitted Educational Uses

The Copyright Act 1994 (section 44-49) allows the following use of material, with attribution.

You may:

- copy any material for the purposes of examination.
- make one single copy of a literary, dramatic, musical or artistic work for use in the classroom.
- copy up to 3% or 3 pages to distribute to students of a literary, dramatic or musical work. You must wait 14 days to copy another 3% or 3 pages of the same work.

E.g. you may share an image, table or diagram from the internet in a lecture presentation, as long as you provide attribution through a reference or an attribution slide.

Legally sharing works from online sources

If you want to share a PDF or a file online with students on Blackboard legally then you need to check the associated copyright information. Most websites will have either a “Copyright” or “Terms & Conditions” page, usually found at the very bottom of a home page. This is where you’ll find further copyright information.

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Europeana	europeana.eu/portal/en
Trove	trove.nla.gov.au

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