



CREATING A POWERPOINT

COPYRIGHT - WHAT YOU NEED TO KNOW

This factsheet is intended for University of Newcastle staff members to use in the context of their employment only and provides general advice. University staff should contact the Copyright Advisor if they have specific questions or concerns.

Using 'third-party' copyright

When you add images, graphs, tables, text, memes, etc., to your course materials from sources such as books, articles, and the Internet, this is known as using third-party copyright. When reusing this external content, there are requirements you must follow so that you do not infringe copyright. [UON's Copyright Compliance Guidelines](#)

The 'educational statutory licence'

The *Copyright Act 1968* (the Act) includes a provision for the University to use third-party content for educational purposes. The educational statutory licence in the Act allows for you to share third-party material in your course without infringing copyright. There are some restrictions about how we can use this content:

- Material used must be housed in a secure environment, with access limited to students of the University;
- You must include a copyright warning notice "on or with" the material (see **Best Practice**, below);
- There may be limits on how much you can reproduce, depending on the type of material.

Open-licensed licenced materials

Material shared under [Creative Commons](#) or other open licensing will include specific requirements for reuse. At a minimum, reuse will require attribution ([outlining the source, the licensing involved, and any changes you have made](#)).

Microsoft's [Office 365](#) includes an online search option for Creative Commons images. This does not always function as expected – where an attribution statement is missing from an image, consider swapping it for one where the statement is available to be able to meet the requirements of the open licensing.

Other permissions

Where material was created by an internal University unit such as Academic Learning Support or the Library, the copyright is held by the University. Check with the unit involved for any updates and/or reuse notes.

You may be able to rely on direct permissions (licensing) from the copyright owner to reuse third-party content. Where you rely on these permissions (e.g. for a digital image), keep this on file – adding a note to the material, such as '© [Copyright Owner]. Reproduced with permission', is also recommended.

Best practice

- When relying on the educational statutory licence to share third-party images, etc., add the following text to your PowerPoint. This is known as the S113P warning notice after the section of the Act to which it refers:

WARNING

This material has been reproduced and communicated to you by or on behalf of the University of Newcastle in accordance with Section 113P of the *Copyright Act 1968* (the Act).

The material in this communication may be subject to copyright under the Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice

- When relying on other permissions or licences, follow the stipulations for usage noted by the copyright owner or in the licence attached to the material. An [adapted S113P notice that considers other permissions](#) is available online.
- Provide source details (wherever appropriate) so that your students can see appropriate academic citation.

For more information see **Copyright Support** below.

Copyright Support

Ask a question: newcastle.edu.au/copyright-request

Phone: (02) 492 16456

Web: newcastle.edu.au/copyright-support

