



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

FLOWCHART FOR COURSE COORDINATORS

DOES MY COURSE INCLUDE THIRD-PARTY CONTENT? (e.g. readings, images, memes, videos, music, etc.)

This flowchart 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.

YES

NO

Is it included in a course pack / course reader?

Include the **S113P** notice on the front cover and you're good to send it to be printed

Any printed copies of articles, etc., that you hand out in class should also include the **S113P** notice

Is it included in a PowerPoint presentation or course notes?

If this was created for your course, include the **S113P** notice on an initial slide or page to post in **Canvas** or to hand out printed copies

If the presentations or notes were created by another organisation, do not add the files to **Canvas**. You will need to use/link via the online **Course Readings** system

Is it a published document / article / paper / report?

Do not post these files directly to **Canvas**. You will need to use/link via the online **Course Readings** system

You can also link to the files in **Canvas**. If linking from a database, go via the **Library** to include our network/proxy log-in (this is important for student off-site access)

Unsure of the type of document you have and whether it can be used? Contact the **Copyright Advisor** for assistance

Is it a video or film clip?

If the video or clip is from **YouTube** or the **Library's** streaming databases it can be embedded or linked in **Canvas**

Most third-party video cannot be included in lecture capture - you will need to pause the recording. This includes **YouTube** and the **Kanopy** streaming database

Content from the **ClickView** and **TVNews** databases is OK to record if you include the **S113P** notice before the video

Is it music?

Music should only be posted as streaming content. Do not post music files as downloads in **Canvas** or in **Course Readings**

Music hosted on external platforms such as **Soundcloud** can be embedded or linked. Music can be added as part of **Panopto** video recordings

Digital copies of music scores owned by the University can be posted to **Canvas** (with some caveats). Contact the **Copyright Advisor** for more information

Is it an image (including memes)?

Images can be added to the online **Course Readings** system, or uploaded into **Canvas** (with the **S113P** notice)

If the image is used in a downloadable file or a presentation, add the **S113P** notice (unless you have permission or a licence to use)

For memes you did not make yourself, restrict usage to when absolutely necessary (not just for 'fun') and add the **S113P** notice. Memes are a grey area and certain use may infringe copyright

Is it already included in the online Course Readings system?

The **Course Readings** system can help you to manage your copyright obligations (and shows actual student usage)

If your readings, images for study, videos, etc., are all already in the **Course Readings** system, you don't need to worry - you're covered

Double-check the options on the left. If definitely no third-party content, follow the directions below

Where you have created teaching material yourself, the file can usually be posted straight to **Canvas**

Journal articles, conference papers, etc., that you have authored may be an issue if posted as files to **Canvas** - contact the **Course Readings** team for assistance

Copyright Support

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

Phone: (02) 492 16456

Web: newcastle.edu.au/copyright-support



GETTING COPYRIGHT 'RIGHT'