



# READINGS IN YOUR COURSE

## 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 electronic readings to your course materials from sources such as books, journals, 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 certain third-party content for educational purposes. The educational statutory licence in the Act allows for you to share certain third-party material in your course without infringing copyright. There are some restrictions about how we can use this content:

- There may be limits on how much you can reproduce, depending on the type of material. This is usually 10% of a book or a single article from a journal issue;
- Material used must be housed in a secure environment, with access limited to students of the University. The easiest way to do this is to use the online [Course Readings](#) system.
- Some materials are outside of the licence and may only be linked in Course Readings and not copied/reproduced. This includes online reports and guidelines, and some specially-licensed material such as [Australian Standards](#), etc.
- The University collects usage data for third-party material reliant on this licence, for remuneration purposes.

### Other permissions and licences

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

You may be able to rely on direct permissions or licensing from the copyright owner to reuse third-party content. For example, material shared under a Creative Commons licence will include specific requirements for reuse, such as [specialised attribution](#). Where you rely on permission received directly from a copyright owner (e.g. for an organisational report), keep this on file – adding a note near the material in Canvas, such as 'Used with permission', is also recommended.

### Can I add course materials such as outlines or PowerPoints to Course Readings as well?

[Course Readings](#) is designed to allow reuse of scholarly and other content across the University. Materials specific to your course such as PowerPoints, course outlines, etc., should be added to Canvas and not to Course Readings as there is limited use for this material outside of their current course and/or teaching period.

### Best practice

- **Do not download files and add them directly to Canvas** unless you have explicit permission (or a licence) from the copyright owner. When relying on other permissions or licences, follow the requirements for use noted by the copyright owner or in the licensing attached to the material.
- Linking to material online is a good option. Where you are linking to journal articles, etc., ensure that you go through the Library so that you include our network/proxy access. This will mean that your students can log in and access our subscriptions, rather than being presented with a 'paywall'.
- The [Course Readings](#) system removes a lot of the stress associated with adding readings to your course. It manages copyright for you and also provides clear usage statistics. Please [contact the support team](#) for assistance with adding readings or using the platform.
- Do not electronically share readings for your course outside of the secure environment/s noted above. Doing so is not covered by the educational statutory licence and will infringe copyright.
- Limit material in [Course Readings](#) to that which could be reused elsewhere – articles, books, chapters, webpages, video links, etc. Add materials that were written/designed specifically for your course to Canvas.
- If your course uses printed readings (such as a course reader or course pack), the copyright requirements will vary to those noted above. Please check the information sheet for [Using Printed Readings](#) to learn more.

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

### Copyright Support

Ask a question: [newcastle.edu.au/copyright-request](http://newcastle.edu.au/copyright-request)

Phone: (02) 492 16456

Web: [newcastle.edu.au/copyright-support](http://newcastle.edu.au/copyright-support)

