

<b>Policy Owner</b>	Principal Executive Officer		
<b>Document Management</b>	Management, Academic and Administration		
<b>Date Approved</b>	July 2017		
<b>File Name</b>	HRP7 Copyright	<b>Version</b>	1.1
<b>Last update</b>	15/07/2018		
<b>Revision Date</b>	14/07/2019		

## Copyright

### Policy

This document sets out Sydney City College of Management's policy with respect to copyright for staff and students. Our policy is aimed at ensuring compliance with the requirements of the Copyright Act 1968 (Cth).

### What is copyright?

Copyright refers to the exclusive right given to owners of copyright materials under the Copyright Act to copy, adapt, publish and electronically communicate to the public materials that are protected by copyright.

Copyright protects "works" and "subject matter other than works". Works includes a wide range of materials, including the text of books, newspaper articles and lyrics, as well as paintings, maps, photos, music, and computer programs. Subject matter other than works includes the published editions of books, films, television and radio broadcasts, and sound recordings.

### Why is copyright important?

If you copy, adapt, publish or communicate copyright material without the copyright owner's permission, or your action does not fall within one of the fair dealing exceptions under the Copyright Act, then you are likely to be infringing copyright.

Copyright owners are entitled to take legal action to prevent persons from infringing their copyright and be awarded damages if any of these rights have been infringed.

If you are found liable for infringing copyright then Sydney City College of Management may also be liable if it is found to have authorised your infringement. This is especially the case if staff infringe copyright.

### How do I avoid infringing copyright?

Provided that you only copy once in a 14 day period from the same work, you will not infringe copyright:

© Sydney City College of Management Pty Ltd	RTO: 45203	CRICOS: 03620C	<b>Date</b>	<b>Revision date</b>	<b>Version</b>	<b>Page 1 of 2</b>
File Name: HRP7 Copyright			Dec 2018	Dec 2019	1.1	

- for a hard copy work, if you copy no more than 2 pages in any edition or 1% of the total pages if the edition is more than 200 pages.
- for an electronic work, if you copy no more than 1% of the total number of words.

Students will not infringe copyright in works where:

- they make only one copy of a work for themselves for the purposes of research, or for criticism and review and they acknowledge the owner of the work; and
- they copy no more than 10% or 1 chapter of the total number of pages of a work.

However, this exception to copyright infringement does apply:

- to photos, drawings, videos, texts which are fewer than 10 pages, newspaper articles; and
- staff if they provide handouts or copies of copyright material to students.

### **Downloading or copying information from the internet**

It is prohibited to copy or download any information or material from websites to be distributed as handouts to students unless the copyright status of a particular website has been clarified and approval has been granted by the author.

### **What you should do**

We do not encourage staff to provide handouts or course packs of copyright material to students. Staff who wish to compile course packs or handouts of copyright materials for students must consult with the Director of Studies before doing so.

### **What you should not do**

Under no circumstances are staff to make contact with copyright authorities and/or owners of copyrighted material on behalf of Sydney City College of Management. All queries are to go through the Director/Manager of your department.