POLICIES AND PROCEDURES

Copyright Management

Policy Title: Copyright – E-Reserve Policy

1. Title

Copyright – E-Reserve Policy

2. Purpose

1. To establish E-Reserve as the University's central repository for all digitised text-based Third Party Copyright Material required for teaching and educational purposes.

2. To outline the use of E-Reserve for compliance with copyright requirements.

3. Organisational Scope

All staff of Edith Cowan University.
4. **Policy Statement**

1. This policy provides for the centralised management of digitised text-based materials that are copied and communicated in reliance on the Part VB Statutory Licence Scheme and ensures compliance with the Act.

2. The policy must be followed by staff when they copy and communicate text-based materials digitally that include Third Party Copyright Material to support online units and other teaching activities.

3. The policy provides a framework to facilitate copyright compliance by enabling staff to:
   
   a) Ensure that no more than one part of a copyright work is online at any one time across the University;
   
   b) Adhere to the restrictions on the amount of copyright materials that may be copied and communicated digitally; and
   
   c) Attach appropriate statutory notices when copying and communicating copyright materials digitally.

5. **Definitions**

**Act**
Copyright Act 1968 (Cth)

**CAL**
Copyright Agency Limited

**E-Reserve**
E-Reserve is a centralized service provided by ECU Library that enables ECU staff to communicate digitized text based third party copyright material copied and communicated under the Part VB Statutory License Scheme for teaching and educational purposes.

**Part VB Statutory Licence Scheme**
The licence scheme with CAL that allows the University to copy and communicate digitally for educational purposes, print and graphic Works that are not owned by or licensed to the University.

**Third Party Copyright Material**
All materials in which the copyright is owned by or licensed to a person or organisation other than ECU.

**Work**
Means a literary, dramatic, musical or artistic work as defined in the Act.
6. Principles

1. ECU recognizes that compliance with copyright requirements is essential and will provide a framework to assist staff in dealing with digitized text-based materials containing Third Party Copyright Material.

2. ECU through E-Reserve will provide a centralised system for all text-based digital copying and communication of copyright works in reliance on the Part VB Statutory Licence Scheme.

3. The use of E-Reserve will assist staff to comply with copyright requirements when copying and communicating Third Party Copyright Materials digitally.

4. The E-Reserve service will provide increased opportunities for staff to link E-Reserve materials to different online courses.

5. E-Reserve will ensure easy access to copyright compliant digitized text-based material as a University-wide resource.

6. E-Reserve provides a manageable system for recording digitized text-based copyright material that is easily accessible and monitored.

7. Policy Content

A. Copyright Compliance

The Copyright Act and the Part VB Statutory Licence Scheme require the University to adhere to strict limits and restrictions on Third Party Copyright Material copied and communicated digitally by ECU staff for teaching and educational purposes.

The E-Reserve system will ensure that ECU staff does not inadvertently breach the Copyright Act by placing online a part of a work that has previously been placed online by another ECU staff member. This is achieved by centrally recording the Third Party Copyright Material that is being made available to students digitally.

B. Requirement to Use E-Reserve

All Third Party text-based Copyright Material to be communicated online under the Part VB Statutory Licence Scheme must be placed into the E-Reserve system. This will enable staff to check that parts of the same work are not already communicated digitally.
C. Materials on E-Reserve

E-Reserve is intended to include only materials containing Third Party text-based Copyright Material in digital form. Materials such as lecture notes, solutions to assignments and exercises and other materials relating to courses will not be included in the E-Reserve. Those materials can continue to be housed on course web sites on divisional and school servers.

D. Information

Information on E-Reserve including information on submitting requests is available on the E-Reserve services website: http://www.ecu.edu.au/library/collections/ereserve.htm or from the E-Reserve team via e-mail: e.reserve@ecu.edu.au

8. References

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<td>Policy Owner:</td>
<td>Manager, Governance Services</td>
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<td>Approved by:</td>
<td>Vice Chancellor</td>
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<td>Related Policies/Documents:</td>
<td>Copyright Act 1968 (Cth)</td>
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<td>Copyright Amendment (Digital Agenda) Act 2000 (Cth)</td>
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9. Contact Information

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<thead>
<tr>
<th>Contact Person:</th>
<th>Copyright &amp; Policy Officer</th>
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<tbody>
<tr>
<td>Telephone:</td>
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<td>Email address:</td>
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