

Policy Title: Copyright – Online High-Use Collection

Policy Owner: University Librarian

Keywords: Copyright, Online High-Use Collection, Unit Materials

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[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

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

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.

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.

2. ORGANISATIONAL SCOPE

All ECU staff*

3. DEFINITIONS

TERM	DEFINITION
Act	Copyright Act 1968 (Cth)
CAL	Copyright Agency Limited
Online High-Use Collection	Online High-Use Collection 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.

4. POLICY CONTENT

4.1 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 Online High-Use Collection system will ensure that ECU staff do 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.

4.2 Requirement to Use Online High-Use Collection

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

4.3 Materials in Online High-Use Collection

The Online High-Use Collection 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 Online High-Use Collection. Those materials can continue to be housed on course management systems.

4.4 Information

Information on Online High-Use Collection including information on submitting requests is available on the Online High-Use Collection services website:
<http://www.ecu.edu.au/centres/library-services/find-books-and-resources/high-use-collection/submit-to-high-use-collection> or from the Online High-Use Collection team via e-mail:
highusecol@ecu.edu.au

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

University Librarian

The University Librarian has overall responsibility for the content of this policy and its operation in ECU.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- [Copyright Act 1968](#) (Cth)
- [Copyright Amendment \(Digital Agenda\) Act 2000](#) (Cth)
- Copyright Amendment (Moral Rights) Act 2000 (Cth)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	University Librarian
All Enquiries Contact:	Associate University Librarian
Telephone:	08 6304 3843
Email address:	I.dubois@ecu.edu.au

8. APPROVAL HISTORY

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