

Course Materials Copyright Compliance Matrix

Can I use third party content?

Limits apply (see Copy limitations table)

Note: a Talis digitisation request is required for any use of third party print material.

What is the source of the material?	Material source format	Examination	Presentations (single copy)	Lecture recording	Printed course book	Online course book (Canvas)
S1 Books	Hard copy original	Yes	Yes	Yes, with Talis digitisation	Yes, with Talis digitisation	Yes, with Talis digitisation
	Online	Yes	Yes	Yes	Dependent on licence, contact Library if unsure	Yes
S2 Collective works e.g. short stories, plays	Hard copy original	Yes	Yes	Yes, with Talis digitisation	Yes, with Talis digitisation	Yes, with Talis digitisation
	Online	Yes	Yes	Yes	Dependent on licence, contact Library if unsure	Yes
S3 Journals, periodicals, non-NZ newspaper articles	Hard copy original	Yes	Yes	Yes, with Talis digitisation	Yes, with Talis digitisation	Yes, with Talis digitisation
	Online	Yes	Yes	Yes	Dependent on licence, contact Library if unsure	Yes
S4 NZ Standards	Hard copy original	Yes	Yes	Limited, see S4 notes	Limited, see S4 notes	Limited, see S4 notes
	Online	Yes	Yes	Yes	Dependent on licence	Yes
S5 NZ newspaper articles	Hard copy original & online	Yes	Yes	Yes, with Talis digitisation	Yes, with Talis digitisation	Yes, with Talis digitisation
S6 Non-NZ Government, legal, commercial material	Hard copy original	Yes	Yes	Yes, with Talis digitisation	Yes, with Talis digitisation	Yes, with Talis digitisation
	Online	Yes	Yes	Yes	Limited, see S7 notes	Yes
S7 Theses	Hard copy original & online	Yes	Yes	3% or 3 pages but no more than 50% of the work ⁽⁴⁾ OR with permission		
S8 NZ legislation, court judgments, parliamentary debates, reports, issued by NZ Government⁽¹⁾	Hard copy original & online	Yes	Yes	Yes	Yes	Yes
S9 Trademarks	Hard copy original & online	Yes	Yes	Yes	Yes	Yes
S10 Intellectual property created by staff	Hard copy original & online	Yes	Yes	Limited, see S10 notes	Limited, see S10 notes	Limited, see S10 notes
S11 Purchased materials	Hard copy original & online	Yes	Yes	Limited, see S11 notes	Limited, see S11 notes	Limited, see S11 notes
S12 TV, radio broadcasts, films from online sources (screenrights content)	Online	Yes	Yes	Yes	Yes	Yes
S13 YouTube clips	Online	Yes	Yes	Yes	Yes	Yes
S14 Still images from 12, 13 (still images from physical media not permitted)	Online	Yes	Yes	Yes	Yes	Yes
S15 Films / moving images e.g. video, DVD, Blu-ray (only if teaching film or sound track making)	Physical item	Yes	Yes	No	No	No
S16 CD included with book i.e. PDFs (not a language recording)	Physical item	Yes	Yes	Limited, see S16 notes	Limited, see S16 notes	Limited, see S16 notes
S17 Musical sound recordings	Physical item	Yes	Yes	Yes	No	Yes
S18 Spoken word recordings e.g. poems, plays	Physical item	Yes	Yes	Only if teaching a language	No	Only if teaching a language
S19 Student course work	Hard copy original & online	No OR with permission from rights holder				
S20 Other items not included above e.g. printed sheet music, scores, loose maps, charts ⁽²⁾	Hard copy original	Yes	Yes	3% or 3 pages but no more than 50% of the work ⁽⁴⁾		
	Online	Yes	Yes	Yes	3% or 3 pages but no more than 50% of the work ⁽⁴⁾	Yes

Copy limitations

Use this table in conjunction with the Copyright Compliance Matrix above to confirm how much material can be copied. Copies can only be made for your students, not for other teaching or professional staff etc.

Copy limits can be extended with written permission from the rights holder.

TALIS digitisation required

Source Material	Material copied from online source	Material copied from hard copy original
S1. Books	Dependent on licence agreement OR The higher of 3% or 3 pages, but not more than 50% of the work ⁽³⁾⁽⁴⁾	Up to 10% or one chapter per book
S2. Collective works e.g. short stories, plays		15 pages of a single work in an anthology
S3. Journals, periodicals, non-NZ newspaper articles		One article per issue, more if on same subject. Same subject means, "the content of each of the articles copied is closely related and focusing on a particular aspect of a subject"
S4. New Zealand Standards	The higher of 3% or 3 pages but no more than 50% of the work ⁽³⁾⁽⁴⁾	
S5. NZ newspaper articles	Five articles per issue	
S6. Non-NZ Government, legal, commercial documents	The higher of 3% or 3 pages, but not more than 50% of the work ⁽³⁾⁽⁴⁾	Up to 10% or one chapter per book
S7. Theses		The higher of 3% or 3 pages, but not more than 50% of the work ⁽⁴⁾
S8. NZ legislation, court judgments, parliamentary debates, reports, issued by NZ Government⁽¹⁾	100%	
S9. Trademarks	100%	
S10. Intellectual property created by staff	Requires rights holders permission, (check publisher agreement) OR The higher of 3% or 3 pages, but not more than 50% of the work ⁽³⁾⁽⁴⁾	
S11. Purchased materials	Dependent on licence agreement OR The higher of 3% or 3 pages, but not more than 50% of the work ⁽⁴⁾	
S12. TV, radio broadcasts, films from online sources (screenrights content)	100% ⁽³⁾	N/A
S13. YouTube clips	100% ⁽³⁾	N/A
S14. Still images from 12, 13 (still images from films not permitted)	100% ⁽³⁾	N/A
S15. Films / moving images e.g. video, DVD, Blu-ray	N/A	Not Allowed
S16. CD included with book i.e. PDFs (not a language recording)	Dependent on licence agreement OR The higher of 3% or 3 pages, but not more than 50% of the work ⁽³⁾⁽⁴⁾	
S17. Musical sound recordings	100% ⁽³⁾	
S18. Spoken word recordings e.g. poems, plays	100% ⁽³⁾	Only if teaching a language
S19. Student course work	No OR with permission from rights holder	
S20. Other items not included above e.g. printed sheet music, scores, loose maps, charts ⁽²⁾	The higher of 3% or 3 pages, but not more than 50% of the work ⁽³⁾⁽⁴⁾	

Notes

(1) S8 includes:

- ✦ New Zealand acts, bills, regulations and by-laws.
- ✦ Judgements of New Zealand courts (excluding headnotes).
- ✦ New Zealand parliament debates, select committee reports, royal commission, commission of inquiry, ministerial inquiry, statutory inquiry reports.

Does not apply to commercially published material e.g. LexisNexis, Westlaw.

(2) S20 means:

- ✦ Works downloaded from the internet (under the terms of an applicable licence with a publisher of electronic content).
- ✦ Printed sheet music (incl. words).
- ✦ Loose maps and charts.
- ✦ Unpublished religious orders of service.
- ✦ House journals and other free publications primarily for employees of commercial businesses, industrial undertakings or public services.
- ✦ Illustrations and / or photographs not part of a work listed above.
- ✦ Privately owned documents issued for tuition purposes and limited to clientele who pay fees.

(3) Allowed to store online copy in the UoA learning management system (Canvas), to remove the risk of non-persistent links.

(4) Across the UoA, within a 14-day period.

Other important information

- ✦ Typically the Reading List team and / or the Copyright Officer will be able to find a solution to allow academic staff to use the content they require.
- ✦ Copied material can include artistic work, e.g. when copying 10% of a hard copy book, that 10% can be made up of text and images.
- ✦ If in doubt, create a Talis list entry and request digitisation, for any material to be distributed to students
- ✦ The library will help resolve linking problems with link resolving software. They can purchase or obtain the best resources. Material which is digitised will be clean and easy to read, and accessible to students with visual impairments.
- ✦ Linking to any material will not be a breach of copyright.
- ✦ When sharing online resources with students they **must** be shared via Canvas, i.e. student has to login to access the material and the material is only accessible during the course duration.