GUIDELINES FOR STAFF

PARTICIPATING IN THE PHOTOCOPYING MONITORING SYSTEM

What is the monitoring system about?
This university copies and communicates copyright material under the educational copying licence in the Copyright Act. Under the educational licence universities are required to provide information about the copying they do so that owners of copyright can be fairly remunerated.

The monitoring system is the method by which copying information is collected. The objective of the monitoring system is to minimise the amount of record keeping necessary while ensuring fair payment to copyright owners. The monitoring system allows universities and departments to take it in turns to keep copyright records.

Who does it apply to?
♦ All staff of the departments/schools and administrative areas selected for the photocopying monitoring system.
♦ All persons using photocopiers in these selected areas.
♦ Certain staff who undertake electronic copying and communication (these staff will receive specific notification of their involvement).

How does it work?
The monitoring system comprises monitoring of photocopying as well as monitoring of electronic copying and communication.

Monitoring of photocopying will occur in selected departments/schools and administrative areas of the university.

Monitoring of electronic copying and communication will occur only in resource centres (e.g. libraries) within the university. If you are in a resource centre, you may be required to take part. This will apply to relatively few staff. If you are one of these people, you will receive separate information about this.

What do I have to do?
In the photocopying monitoring system we need to capture all photocopying and other hardcopy print and graphic copying (e.g. copying of slides) done during the monitoring period.

There are three forms that are used. The first two are used at monitored copiers in the selected areas and the third is used when staff from the selected areas are copying published material away from a monitored copier.

The forms used are described overleaf.

❖ At monitored copiers staff must complete either the Published Material Record Form or the Unpublished Material Record Form.

❖ Copying of published material done away from a monitored copier must be recorded on a Copying Declaration Form.
1. Published Material Record Form

The Published Material Record Form must be completed every time published material is copied at a monitored photocopier. It is in the Published Material folder beside each copier.

You must answer each question and attach enough information to identify the copyright owner in the work you have copied.

If you are copying for someone else, or you are asking someone to copy for you, it is important that Question 8 (Copied For) is completed from the perspective of the person requesting the copying.

2. Unpublished Material Record Form

The Unpublished Material Record Form must be completed every time unpublished material is copied at a monitored photocopier. It is in the Unpublished Material folder beside each copier.

It is only necessary to enter the date, your name and the number of copies made.

Also use this form if you have been granted a free copyright licence for the published material you are copying. If you are unsure about whether a free copyright license applies, you must use the Published Material Record Form.

3. Copying Declaration Form

This form is to be completed by staff from the selected areas when:

- sending published material to a central copying facility;
- copying published material outside the university;
- copying published material at an unmonitored copier; and/or
- requesting or making copies in alternative formats, such as slides.

Do not use this form for unpublished material (you do not need to record this at all if you copy at an unmonitored copier).

Before sending material to a university central print facility, attach the form to the front of the material that is to be copied.

If copying outside the university or at an unmonitored copier, give the completed form to your Copyright Monitoring Co-ordinator (CMC) or place it in the collection tray at a monitored departmental copier.

You do not need to complete any other form if you are using this form.

---

Please fill in the record forms as clearly and accurately as possible.

Any more questions?

The Copyright Monitoring Co-ordinator (CMC) appointed for your area is: