Agenda

- Copyright portal
- Printed materials
- Electronic material
- Intellectual property
Copyright portal

- Access through Staff Portal
- Fact sheets
- **Everything must be credited**
- Gain permission
Copyright Permissions Database – link from the Copyright Portal

Copyright Permissions Database

Search the Copyright Permissions Database for existing resources that Kangan Institute has permission to use.

Please check the Terms of Use for the resource you want to use.

Complete 'Adding permission to the Copyright Permissions Database form' to have your permission uploaded to the database.

- Copyright Permissions Database

- Adding permission to the Copyright Permissions Database form
More information

- Australian Copyright Council
- Copyright Agency Limited (CAL)
- Smartcopying
- Creative Commons Australia
- APRA/AMCOS
Kangan Institute Copyright Policy and Guidelines

Kangan Institute Copyright Compliance Policy and Guidelines

Read the policy and guidelines to understand your obligations under Copyright Law and the process to be followed when using copyright materials at Kangan Institute.

- Copyright Compliance Guidelines
- Copyright Information Session Presentation

Real education. Real skills. Real jobs.
Fact Sheets

- Literary works, print & electronic print materials
- Artistic works, images & photos
- Broadcasts, video, YouTube & film
- Sound & Music
Click the link below for suggested websites for finding images for educational use. Always check the terms and conditions of each site for copyright and attribution requirements.

- Images for Educational Use
Recorded music

Hardcopy and digital music and sound

Playing music in hardcopy (CD) or digital (MP4 file) in class is permitted as long as a number of conditions are met. These conditions are as follows:

- the playing takes place as part of educational instruction;
- the playing takes place in a classroom setting;
- the participants are connected to Kangan Institute;
- the copy used is a legitimate copy of the music

If the music and sound fits the above criteria, then you can play the work without needing permission.

You are not permitted to make a copy of the disc and stream the copied file unless permission to do so has been obtained by the copyright owner. You are not permitted to make the music available online for students to access later outside of the classroom setting.

The right to stream a digital file such as an MP3 file, will depend on what the copyright owner’s terms and conditions allow. This is usually outlined when purchasing the file. If the terms and conditions do not allow the material to be streamed to a class, then this will not be permitted.

The integration of music onto DVD, video or film by teaching staff / institute staff is not permitted unless written permission is granted from the copyright holder or a licence is obtained from APRA/AMCOS.
Published on Nov 12, 2014
• Video produced by Victorian TAFE Association Inc. which discusses what is protected, what is allowed to be copied, and how to attribute sources under the Copyright Act for TAFE staff and students.
• Category
  • People & Blogs
• License
  • Standard YouTube License
Printed materials

Under the Statutory Education Licence:

- Up to 10% or one chapter of a print resource can be copied if it is for educational purposes (e.g. classroom use)
- An entire image, photograph, illustration, graph can be copied
- A whole article from a newspaper or journal article can be copied
- No limits on the amount of copies made as long as copying is done for educational purposes and the author is credited
Electronic material

- LINK to resources – do not download, save and re-upload
- You must credit all resources (even if they are Creative Commons)
- Only 10% (or one chapter) if an electronic resource can be placed on MyLearning at one time
- Electronic copies must have a copyright statement attached:
Intellectual property

- BKI has no Intellectual Property policy
- Work created by you during employment at BKI, belongs to BKI – this is in all employment contracts

**Intellectual Property:**

Any intellectual property invented or created by you as a result of your employment during the term of engagement with the Institute shall remain the property of the Institute, unless otherwise agreed in writing between the Institute/Employer and yourself.

- Work created at another Institute belongs to that Institute
- Get permission to use it
- You can still be credited for your work
Ask us a question

If you have an enquiry about copyright, please complete this form and a member of the Library Team will help.

- Copyright enquiry form