This document provides guidelines for Curtin staff in checking their own material on Blackboard for copyright compliance. This document should not be used for legal advice – for formal advice contact Legal & Compliance Services.

All unit readings must be set up through the Library Reading Lists service. University Copyright Procedures prohibit posting copyright material directly to Blackboard.

All third-party copyright material used in your unit, including text, video, images and website content, must be attributed so students can clearly see the source of the material.

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<th>Type of Material</th>
<th>Checks</th>
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| Excerpts of Text | • Do these clearly identify the source of the quotation/excerpt?  
• How long is the excerpt? Under the “insubstantial portions” provision of the Statutory Licences, you can copy up to 1-2 pages (or 1% of the words) and you do not require a warning notice. If you are using more than this amount, you will need to arrange access through the Library Reading Lists service. |
| Images | • Do these clearly identify the source of the image?  
• You cannot copy artwork which is:  
  - Separately published and is still available for purchase (e.g. a separately sold cartoon); or  
  - Artwork which has never been made available to the public (e.g. student work).  
  For these types of images, you will require written permission from the copyright owner.  
• For images from a website, check the website terms and conditions for any permitted or prohibited uses.  
• For images within books, journals articles or conference papers:  
  - If you copy the image with the text that illustrates/explains it, you can rely on the “insubstantial portions” provision (you can copy up to 1-2 pages).  
  - If you copy the image to illustrate your lecture slides or course material, you need to insert the Part VB warning notice with or before the image (see [http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm#warning](http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm#warning)). |
| Licensed Material | • For material from Library databases, the use is governed by a licence agreement. Most uses relating to academic research or study are permitted.  
• Ensure any material required for the unit accessible through the Library Reading Lists service.  
• For other material subject to licence agreements, ensure you abide by the terms and conditions. |
| Music | • If posted under the Music licence, do they have the required warning and information notices? See [http://copyright.curtin.edu.au/teaching/music_licence.cfm#marking](http://copyright.curtin.edu.au/teaching/music_licence.cfm#marking)  
• For all other music files, is there clear permission to use these? |
| Open Access (e.g. Creative Commons) | • Is the licence attached/linked to the item or the attribution information?  
• Does the use comply with the open licence terms (e.g. attribution, no derivatives, etc)? |
<p>| PDFs or Documents | • Were these developed by Curtin University staff? If so, acknowledge the source. No additional notices are required. |</p>
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| **Presentation Slides** | - Published book chapters or journal articles should be accessible through the Library Reading Lists service (do not upload the document to Blackboard).  
- If the document came from a website, you will need to 1) check the website terms and conditions; 2) attribute the source of the material. |
| **Social Media** | - Do all images, text excerpts, website links, etc. include their source information?  
- If the presentation includes third party copyright material, does it include the Statutory Licence warning notice ([http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm](http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm))?  
- Sharing of content on social media:  
  - Links to, or embeds of, content are OK as long as source is an authorised copy (i.e. uploaded by, or on behalf of, the copyright holder).  
  - Attribute the source of the content (creator, URL, etc)  
  - For copies of content, check website terms of use for permitted/prohibited uses.  
- Use of social media platforms:  
  1. Is use restricted to Curtin staff and students or publicly available?  
  2. Is copyright material available via linking or embedding content? Or has content been copied and uploaded to the site? |
| **Software** | - Check the terms and conditions of the software licence agreement.  
- If permission is provided to reproduce parts of the software, note in Blackboard that the item is licenced for use by Curtin University. |
| **Textbooks** | - Ensure any material required for the unit is linked through Library Reading Lists.  
- For supplementary material on Blackboard, is this covered by a publisher agreement? (e.g. presentation slides, quizzes). |
| **Videos** | - YouTube and online video providers:  
  - Is the video available using the provider’s embedding or linking functionality (rather than copied)? This use is OK.  
  - Is the video an authorised copy? (check the uploader details).  
- Commercial videos:  
  - Is the video from a Library video streaming database?  
  - Is the video used with permission?  
- TV broadcasts:  
  - Does the video include the Statutory Licence Part VA warning notice? (see [http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm#labels](http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm#labels)) |
| **Website** | - Links to websites are okay (as long as the link is to an authorised copy).  
- Does content from websites clearly identify the source (including URL)?  
- Check the website terms of use for permitted/prohibited uses. |

**Library Copyright Team**  
November 2016