

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.

Type of Material	Checks
Excerpts of Text	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Do these clearly identify the source of the image? You cannot copy artwork which is: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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).
Licensed Material	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 For all other music files, is there clear permission to use these?
Open Access (e.g. Creative Commons)	<ul style="list-style-type: none"> 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)?
PDFs or Documents	<ul style="list-style-type: none"> Were these developed by Curtin University staff? If so, acknowledge the source. No additional notices are required.

Type of Material	Checks
	<ul style="list-style-type: none"> • 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.
Presentation Slides	<ul style="list-style-type: none"> • 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)?
Social Media	<ul style="list-style-type: none"> • Sharing of content on social media: <ul style="list-style-type: none"> - 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: <ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • YouTube and online video providers: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Is the video from a Library video streaming database? - Is the video used with permission? • TV broadcasts: <ul style="list-style-type: none"> - Does the video include the Statutory Licence Part VA warning notice? (see http://copyright.curtin.edu.au/teaching/notices_and_labels.cfm#labels)
Website	<ul style="list-style-type: none"> • 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.