Referencing resources for copyright compliance

> This handout is designed to teach you how to use and reference your resources while ensuring Ara's copyright obligations and ethical standards are met. If your concern is not addressed here, please contact learningresources@ara.ac.nz

Contents

Introduction

Both print and electronic resources are covered by copyright law under the Copyright Act. Ara as an educational institute is covered under the CLNZ Education Licence.

Copyright statement

All original works are covered by copyright automatically. They do not need to include a copyright symbol or statement to be covered by copyright. However, an item may include the copyright symbol © or a statement such as "All rights reserved," or "You may not transmit it or store it in any other website or other form of electronic retrieval system". In such cases you need to receive permission from the copyright holder to use it. If in doubt, assume all work is copyrighted and check the copyright statement if there is one.

Using print resources

Under the CLNZ Education Licence you can copy and store up to 10% of one book, or one chapter, whichever is greater. For journal articles, the licence allows one complete article, or additional if on the same subject. Both these count as Course Readings and need to be added to Te Kete by your Subject Librarians to meet Ara's copyright obligations.

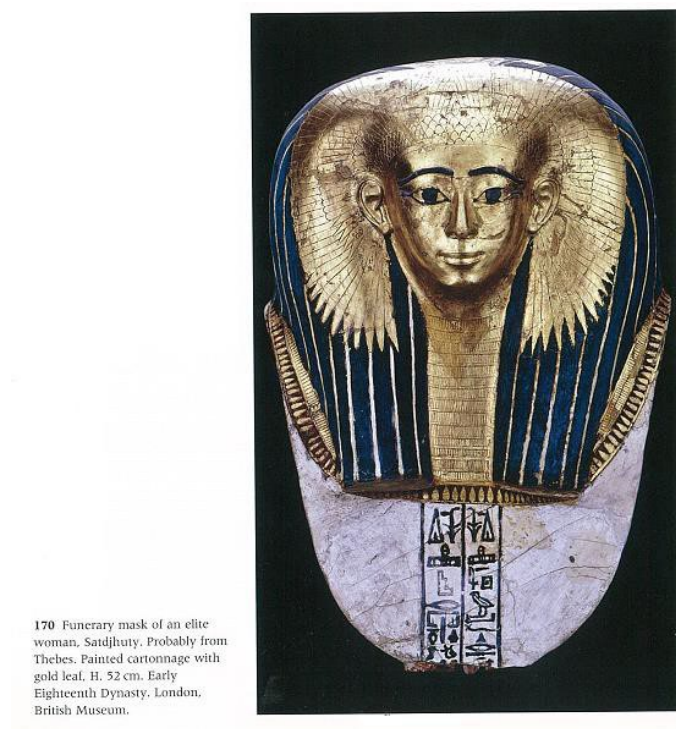## Using electronic resources i.e. websites, electronic Journals, eBooks

Often, copyright issues can be avoided by linking to the item, instead of uploading it. For example, you should provide the link to an electronic journal article via the Ara Library database, rather than uploading the PDF. Uploading an item to Te Kete, counts as "storing in an electronic retrieval system," which most copyright licences do prohibit. If you add a link, this simply acts as a signpost to the content in its original location, so copyright breaches are avoided.

Images

Using images from print sources

It's acceptable to use images from books in your courses, but they must be referenced. Ara generally follows APA referencing, but the minimum you need to include to be copyright complaint is: author and source (i.e. date, title, publisher, page numbers).

For example, when copying a scanned image from a book:

170 Funerary mask of an elite woman, Satdjhuty. Probably from Thebes. Painted cartonnage with gold leaf. H. 52 cm. Early Eighteenth Dynasty. London, British Museum.

Robins, G. (2008). *The art of ancient Egypt.* (p. 146). Cambridge, MA: Harvard University Press.

Using images from online sources

You may copy and use images from the internet in course materials such as PowerPoints. However, there are tight restrictions on what you must do to stay copyright compliant:

- o Include a credit to the author, if known
- o Provide the URL source of the image
- o Delete the image when it's not being used in courses anymore

Be aware some images are licensed and require payment to use. For example, some ShutterStock images and cartoons.

This example is for an unlicensed image from the Internet with no author:
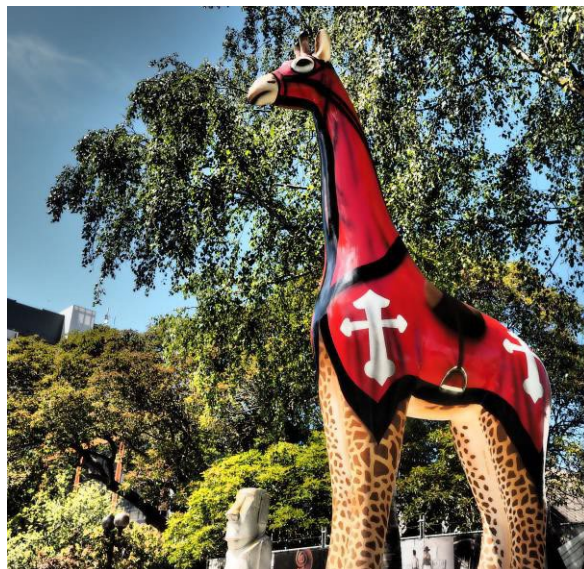
Wild in art. (n.d.). Retrieved from http://www.wildinart.co.uk/christchurch-stands-tall/2983

This example is for a licensed image from the Internet with an author:
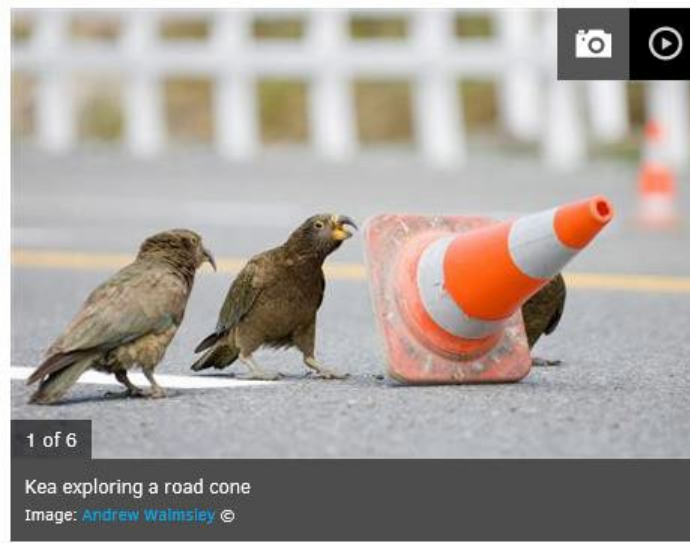
Walmsley, A. (n.d.). *Kea exploring a road cone*. Retrieved from

http://www.doc.govt.nz/nature/native-animals/birds/birds-a-z/kea/

How do I find images I can use?

o   Scan images from a print source, as at least you know where they are from, and can reference them easily
o   Take you own photographs – please reference these as your own
o   Find a website with "free" images that only need basic attribution i.e. Pixabay: Pixabay.com, Free Images: freeimages.co.uk

If you do use Google images, then limit your search to ones that are labelled for reuse (see below).

1)   Make a search in Google images

2)   Click on **Tools**

3)   Click on **Usage Rights**

4)   Select **Labelled for reuse -** the images left are usually from the Public Domain or Creative Commons. **These still need to be referenced!**
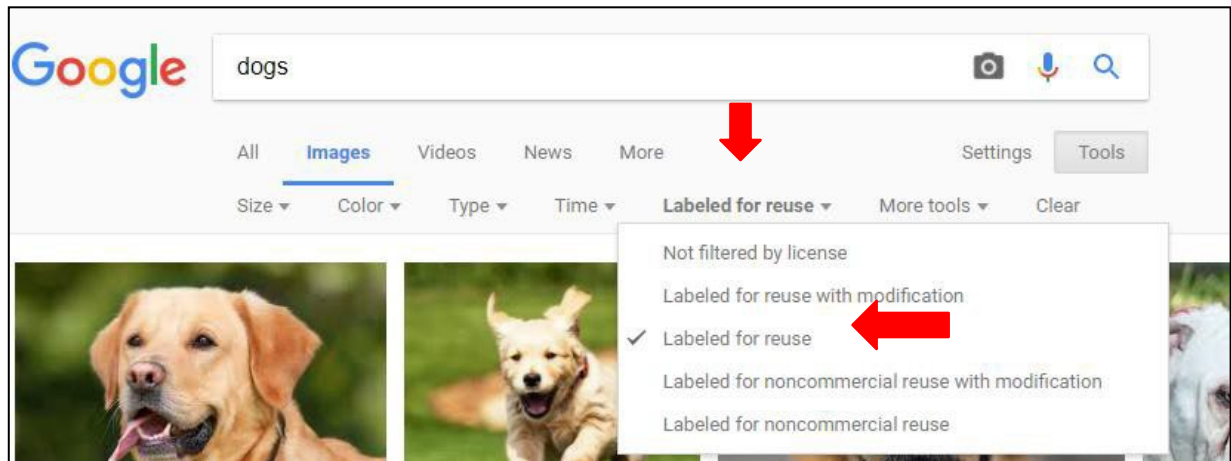
Google Images settings for images labelled for reuse

What is Creative Commons? 🅭

A Creative Commons licence [http://resources.creativecommons.org.nz/] allows you to use some copyrighted works under certain conditions. It is identified as the above symbol. Some licences include: attribution (must give credit), non-commercial (can't use to make money), and no derivative works (can't edit work).

How to reference Creative Commons [https://wiki.creativecommons.org/wiki/Best_practices_for_attribution]

What is Public Domain? 🅮

A Public Domain work may be used freely because it is not protected by copyright. It is identified by the above symbol. Copyrighted works may become Public Domain when the work's term has expired, if the author fails to perform certain formalities, or the copyright holder nominates their works to be placed in Public Domain. For example, all works of Shakespeare are Public Domain.

Each Subject Guide on the Ara Library website has a tab called Images/Media which provides a list of image websites you can use including ways to search for creative commons material:

Text

Course Readings - copying text from print books and journals

Course readings are extracts from print books or journals. These need to be scanned and added to Te Kete by your Subject Librarians because Ara must ensure authors receive credit for their work. Scans from print sources are allowed under the CLNZ Education Licence: up to 10% or one chapter, whichever is greater for books and 1 print journal article, additional if on the same subject.

You should provide details of the print book or journal, page range and course code to your Subject Librarian. Contact teachingandlearning@ara.ac.nz for any inquiries.

Copying text from websites

You can copy material from web pages, for example into Word documents or PowerPoints, with some conditions:

- o You can't make any changes (no "adapted from")
- o You need to include the author and source in the copied version
- o When the material is no longer in use, it must be deleted

For example:

Two men charged after 40-minute chase through Canterbury

A driver who led police on a 40-minute pursuit reached speeds of up to 140kmh before police stopped his car with road spikes.

The 25-year-old driver of the red Toyota was caught in rural Canterbury, more than 60km from where the pursuit started in Christchurch, while a 24-year old passenger also faces charges.

Inspector Derek Erasmus said the driver failed to stop for police when they attempted to pull him over on Lincoln Rd about 9.40am for vehicle-related offences.

Police pursued the car as it headed southwest, out of the city.

Mann, B., & Hume, M. (2015, August 27). Two men charged after 40-minute chase through Canterbury. *The Press.* Retrieved from http://www.stuff.co.nz/the-press/news/71494850/driver-stopped-with-spikes-in-rural-canterbury-after-45-minute-police-pursuit

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Slideshows that accompany a textbook

You need to have permission from the publisher to upload slideshows to Te Kete or Moodle. Many publishers produce slides to accompany their textbooks and make these available to tutors. However, they expect tutors to present the slides in class only, and Subject Librarians need to seek permission on your behalf to 'reproduce' them on Te Kete or Moodle. The textbooks need to be required texts. Please provide your course code and the number of students in the course to your Subject Librarians.

Using electronic journal articles from Ara databases

You should always provide a link to the article in an Ara Library database: [http://subjectguides.ara.ac.nz/az.php?] This ensures the terms and conditions of database use are met.

Using electronic journal articles from the Internet

Copyright still applies to these articles. To avoid copyright breaches, link, instead of uploading. Linking acts as a signpost to where sources are legally located online. It is illegal to upload and store these articles on a digital repository such as Te Kete.

Using PDFs from the Internet i.e. commercial brochures, reports, plans

These cannot be stored on Te Kete without written permission being granted by the copyright holder. Once permission is obtained, this needs to be sent to your Subject Librarian who will store it. Best practice is to link to these resources.

Interloan articles

If you have interloaned an article from another institution, it is illegal to upload or share these with your students in class. Interloans are for personal research use only.