

POLICY **COPYRIGHT** **(03.001)**

POLICY

All staff and students of Northland Polytechnic are bound by the Copyright Act 1994. Northland Polytechnic shall maintain appropriate copyright licensing schemes to give staff discretion within the law to reproduce copyright material for educational purposes.

Northland Polytechnic shall not indemnify any user of Northland Polytechnic's copying facilities against the consequences of wilful breach of copyright or abuse of any concessions or privileges provided by copyright licensing arrangements.

PURPOSE

To ensure that any copying of resources or material for Northland Polytechnic purposes is compliant with the Copyright Act 1994 and as per Northland Polytechnic's agreement(s) with external regulatory bodies.

APPLICATION AND SCOPE

This policy applies to all Northland Polytechnic sites and operations. This policy covers material from outside Northland Polytechnic which has been copyrighted and for which staff and students wish to use and obtain copies.

Material includes (but is not limited to) literary and printed material, material stored in electronic formats, photographs, television, film and video, PowerPoint presentations, digital material, slides, maps, diagrams, music, artistic works and such other works described by the Copyright Act 1994 and common law principles.

DEFINITIONS

- *Copyright*
A statutory right given to creators for their literary and artistic works. It protects the expression of an idea, not the idea itself. It protects the right of the creator to receive remuneration for any copying or other form of reproduction of their work and prevents unauthorised use of the work.
(Ref: *Copyright in Educational Institutions, Copyright Licensing Ltd*)

COMPLIANCE OBLIGATIONS

- *Copyright Act 1994*

Responsibility	Library Manager
Approval dates	November 2008
Next Review	November 2011

OTHER RELATED DOCUMENTS

Copyright in Educational Institutions (brochure available from Education Media Unit)

Appropriate use of ICT Resources Policy (03.006)

Copyright Guidelines for Northland Polytechnic Staff

PROCEDURE/GUIDELINES

- 1.0 Induction programmes for all staff and students shall include information on good practice principles of copying for educational purposes and the application of copyright law.
- 2.0 Notices drawing attention to copyright obligations shall be placed in clear view of every Northland Polytechnic photocopier.
- 3.0 Copying requests to Northland Polytechnic's Education Media Unit shall include a copyright declaration signed by the staff member requesting the copying.

KEY WORDS

Copyright
Copying
Photocopy
Printing
Video
Power point

SIGNED: T Barnett
Chief Executive
Te Ahurei

Date: 25.11.08