

Copyright Quick Guide

Guest Lecturer Guide to Copyright

Overview

While guest lecturers greatly enhance the University's teaching and learning capacities, it is important that teaching resources created by them are copyright compliant.

In addition to original lecture material and handouts prepared by them, guest lecturers may add to their teaching materials with other resources permitted by the Copyright Act.

What follows is a streamlined version of the materials that a visiting lecturer may supply in hardcopy to students or which they may incorporate into a PowerPoint presentation, or the audiovisual materials which they may show to students in a classroom setting.

Handouts in Class

a. From a Hardcopy Source

- One chapter or 10% of the pages of a book, whichever is the greater.
- One article from an issue of a journal.
- Unpublished works - only with the permission of the copyright owner.

b. From an Online Source

- Material openly available on the web from non-licensed sources can be used in limited quantities:
 - o No more than 10% of the words or pages of a website - note: separately published copyright works made available through a website - e.g. reports - are treated as individual works and subject to the chapter or 10% rule in most cases.

Images in PowerPoint Presentations

You may enhance PowerPoint presentations by incorporating images taken from a variety of sources. As a general

rule, you may incorporate scanned images from hardcopy sources and legitimate images taken from websites that are not subject to licence conditions. You must also sufficiently identify where the images have been sourced from.

The rules are explained in detail in the *Images in PowerPoint Presentations* Quick Guide.

Broadcasts of TV and Radio

TV and radio broadcasts are routinely copied by the Library and these can be made available for teaching in a variety of way - e.g. showing in class, inclusion in whole or part on DVD or CD and by being made available for viewing online through a UQ Blackboard website.

Showing or playing audiovisual works in class

Commercially purchased audiovisual material - e.g. films and music may be played in classroom settings for educational purposes.

Further Information

Contact:

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