

# Library Information Sheet for Online Teaching



MACQUARIE  
University

Using text, image and video materials in iLearn & unit readings

Version 2: Released February 2023

The Library has prepared this information sheet to assist unit convenors and other academic staff make teaching material (text, image, video and audio) available to students, while complying with important copyright and licence conditions.

## **COPYRIGHT AND TEACHING MATERIAL**

Teaching materials may be subject to both licensing and copyright restrictions. For this reason, only specific material can be uploaded to iLearn.

In particular, teaching staff are not permitted to make copies of Library digital resources (e.g. PDFs from licensed journal articles or book chapters) to upload directly to iLearn.

## **USING DIGITAL RESOURCES FROM THE LIBRARY'S COLLECTION**

As digital material such as ebooks and online journals are licenced by the Library, unit convenors may provide a link to this material in iLearn.

Some ebooks can be subject to restrictive access models. If you are planning open book exams, or other online assessment tasks, which may be impacted by a publisher restriction, we recommend that you contact the [Library's Unit Readings team](#).

## **USING MATERIAL THAT IS NOT AVAILABLE VIA LIBRARY DIGITAL RESOURCES**

Excerpts from print books and journals must be managed by the Library's Unit Reading service in Leganto and linked to from iLearn rather than uploaded directly to iLearn. This is due to restrictions under the Copyright Act educational statutory licence. If you have not used Leganto, please see our [Leganto LibGuide](#).

No more than 10 per cent or one chapter of the text can be made available at any time. Two articles from a journal can be used at the same time if they are on the same subject matter. If more than this amount is required, please discuss with the **Unit Readings team**

as the Library might be able to acquire an ebook if available.

## **USING TEXT AND/OR IMAGE FROM A WEBSITE**

All website material should be linked to rather than copied. Providing a link is a practical and easy way to manage copyright when it comes to the web.

## **USING FILM OR BROADCASTS FROM THE LIBRARY'S DIGITAL COLLECTIONS**

Best practice is to search the Library's video resources through [MultiSearch](#). A number of video platforms are available through the Library that enable access to commercial film and also broadcast content. Please see our [Video Streaming LibGuide](#). Linking to this content is an efficient and easy way to incorporate video content into your iLearn page.

## **USING FILM OR BROADCASTS THAT ARE NOT AVAILABLE FROM THE LIBRARY'S DIGITAL COLLECTIONS**

If the video that you need to use is not available through the Library, you should see whether it is publicly available on the broadcaster's website, their official YouTube channel or another website that is operated by the broadcaster or an official partner/provider/distributor. In this case, linking to or embedding the content is the most effective way to include the content on your iLearn page.

## RADIO AND TELEVISION BROADCASTS

### SCREENING BROADCASTS DURING CLASS

Teachers can screen broadcasts in class for educational purposes without having to seek the permission of the copyright owner. This is permitted under a special copyright exception comprised in s28 of the Copyright Act.

This includes playing broadcasts from online catch-up services directly to the students during class. This exception does not apply to copying broadcast content.

### COPYING BROADCASTS

Teachers can copy and communicate radio and television programs for educational purposes under a statutory licence at section 113P of the Copyright Act (formerly known as the Part VA licence).

This licence covers the following broadcasts:

- any off-air TV or radio broadcasts (free-to-air and pay TV channels); and
- podcasts/webcasts of programs previously broadcast on a free-to-air channel.

The licence does not cover:

- podcasts/ webcasts of programs previously broadcast on a pay TV channel; and
- pirate copies of broadcast content.

Visit the Library's [Copyright for teaching page](#) for more information.

### USING COMMERCIAL MUSIC RECORDINGS ON ILEARN

Teaching staff can copy sound recordings in all formats (MP3, cassette, CD) and make them available via iLearn for educational purposes under a national blanket licence with Australian music collecting societies. All copies must be from legitimate sources of music and must contain the following notice and information:

#### NOTICE

*“This recording has been made by Macquarie University under the express terms of an educational licence between it, ARIA, AMCOS, APRA and PPCA and may only be used as authorised by Macquarie University pursuant to the terms of that licence”*

#### INFORMATION

1. the title of each musical work;
2. the name of each composer, lyricist and arranger of the musical work; and
3. if the recording is an ARIA sound recording, the artist/group name and the record company label

### CAN I PLAY A YOUTUBE VIDEO TO MY STUDENTS OVER ILEARN?

Yes, this is permitted under s28. If you have made a copy of the video for the purpose of playing it, you must remove the copy from iLearn *as soon as it is no longer required by students*.

### OPEN EDUCATIONAL RESOURCES & OPEN ACCESS

Open education resources are teaching materials where the creator has granted permission for copying and use of their materials, generally under a creative commons licence. Open access is the broader term referring to other types of academic works, most commonly journal articles, where the authors have granted a Creative Commons licence enabling copying of their work. These materials can be linked to or copied and directly uploaded to iLearn. The Library has guides on [OER](#) and [open access](#) which provide more information.

### EXCEPTIONS FOR EXAM MATERIAL

The Copyright Act contains a special exception to enable educators to include other people's work in exams without having to seek the permission of the copyright owner. The exception applies to all material - text, image, sound recordings, film etc, and in any format - hardcopy or digital. The only requirement is that the work actually form part of the assessment structure for the course. This means that the exception does not apply to practice exams/exercises, although this use is likely covered by either the statutory licence or another educational exception.

### GETTING HELP

Visit the Library's [Copyright for teaching](#) page for Copyright information.

Visit the Library's [Managing unit resources](#) page to create and edit your reading lists and request resources for teaching.

Email the Unit Readings Team at [lib.unitreadings@mq.edu.au](mailto:lib.unitreadings@mq.edu.au) directly for support.



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