

# HOW TO USE COPYRIGHT MATERIAL IN EDUCATIONAL INSTITUTIONS



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## WHY DOES OUR ORGANISATION NEED A COPYRIGHT LICENCE?

If you want to use copies of any copyright material to distribute to your students for educational purposes (which you have not bought or do not have permission to use) you need this licence.

A licence gives teachers more flexibility in the creation of course materials and/or handouts, while minimising the chance of infringing copyright laws.

Feedback from educational institutions which are licensed is that the quality of teaching materials improves considerably, as does student and teacher satisfaction.

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## WHO SHOULD BE LICENCED?

All educational institutions, including schools, universities, private schools, kindergartens, community colleges and private colleges.

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## WHAT CAN WE DO WITH THE LICENCE?

The licence allows all staff to copy and communicate text and images for educational purposes, from **any** source. You don't have to own the original. Under the licence you can:

- use content from a range of sources such as books, newspapers, journals, printouts, photocopies, websites
  - use text and images in any format (printed, digital)
  - make as many copies as you need
  - make copies offsite
  - scan printed content
  - make content available on a learning management system
  - email content to students
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## HOW MUCH DOES IT COST TO HAVE OUR ORGANISATION COVERED BY THE EDUCATION LICENCE?

This depends on the size of your organisation, whether it is for-profit or not-for-profit, and the level of study offered. For small to medium-sized institutions, the annual fee may be as little as \$200.

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## HOW MUCH OF A 'WORK' CAN WE COPY?

Under the licence a 'reasonable portion' of a published work can be used. For example, for hardcopy works the following is a guide as to what constitutes a 'reasonable portion':

- up to 10% of a work or one chapter (whichever is the greater) of anything in print.
- one whole article (e.g. from a journal, newspaper or magazine) or more than one article if it relates to the same subject matter.

We can provide further information or you can contact CLASS on +65-6223-5521 or email [classy@singnet.com.sg](mailto:classy@singnet.com.sg).

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## CAN'T WE ALREADY COPY 10% WITHOUT PERMISSION OR PAYMENT?

This is a common misconception. Individuals can copy some material for research or study, however, copying by educational institutions is generally not allowed unless your organisation is covered by an education licence.

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## WHAT ABOUT INTERNET CONTENT?

Content on the internet is not free unless it says so. It is protected by copyright in the same way as any other content. The education licence lets you use internet content that you'd otherwise need permission to use.

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## HOW EASY IS IT TO GET THIS LICENCE?

It can be done in minutes. All you need to do is complete a one page form (which CLASS will provide you) and send it to us. Once you have the licence, it is simple to renew it each year.

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**DOES THE LICENCE HAVE TO COVER OUR WHOLE ORGANISATION?**

Yes. The licence is a blanket licence which covers the **whole** institution - we cannot cover some courses and not others. You will obtain maximum value from the licence by ensuring that all staff are aware of the rights they now have to distribute new, interesting and current material to their students that they couldn't before.

**IF WE HAVE A NUMBER OF INSTITUTIONS WITHIN OUR ORGANISATION ARE WE ABLE TO COVER THEM ALL UNDER THE ONE LICENCE?**

Yes. All you need to do is provide Copyright Agency CLASS with a list of the affiliated bodies you would like covered under your licence and remember to include their updated enrolment numbers when you renew your licence each year.

**WHY DO WE NEED A LICENCE IF WE CREATE ALL OUR OWN MATERIAL FOR TEACHING PURPOSES?**

It can take a lot of time, energy and resources to produce course material from scratch. Rather than re-inventing the wheel, why not use the licence to take the best pieces from elsewhere and incorporate them into your course materials? This includes images such as photos, graphs and maps as well as text.

Alternatively, if you prefer to create all your own materials, the licence allows you to supplement these materials by distributing current and/or relevant articles you may happen to see.

**WE BUY ALL OUR RESOURCES EXTERNALLY SO WHY SHOULD WE SPEND MORE MONEY ON THIS LICENCE?**

The education licence allows teachers immediate use of content from any source locally or internationally. This gives you the freedom and flexibility to provide students with much broader content, supplementing any course materials you may currently be purchasing.

Sometimes creating a course pack by taking portions of copyright material and putting them together may cost less than buying the entire resource outright.

**RATHER THAN BUYING A LICENCE, ISN'T IT CHEAPER FOR ME TO CONTACT THE AUTHOR WHEN I WANT TO USE SOMETHING?**

It can be difficult and time consuming for you to contact the owner/publisher of a work each and every time you wish to use a portion of their material. And even if you do, they may say no or require a licence fee to be paid that could end up costing even more. The education licence is a much easier solution.

**OUR ORGANISATION NEVER USES ANY THIRD PARTY MATERIAL WITHOUT APPROVAL SO WHY DO WE NEED THIS LICENCE?**

Can you be absolutely certain that no copying is done? How do you know what materials teachers are using in any classroom on any given day? What about casual teachers who may come in for a short period of time? What material are they distributing without your knowledge? Are they aware of your policies? Are they even aware of copyright law?

If any teacher copies third party material and distributes it for educational purposes without prior permission, the owner of the institution may be potentially liable. Do you want to take the risk?



**WHAT HAPPENS TO THE LICENCE FEES THAT WE PAY?**

We collect information about usage by surveying a small sample of colleges (no more than once every three years for approximately four weeks).

These surveys enable us to identify the works being copied. We then use this information as the basis for distributing the licence fees we collect to creators of content.

**DO WE NEED TO KEEP RECORDS OF EVERYTHING WE COPY ONCE WE HAVE THE LICENCE?**

No. It is only during a survey period that you would be asked to keep any records of copying within your institution.

**WHERE CAN I GET FURTHER INFORMATION?**

A quick phone call or email is the best way to clarify anything that is still unclear.

Phone +65-6223-5521 or email [classy@singnet.com.sg](mailto:classy@singnet.com.sg).

We also have detailed information sheets on our website, [www.class-singapore.com](http://www.class-singapore.com)



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