Copyright Guidelines for Reading Materials

These guidelines apply to materials from books, printed journals, online journals, newspaper articles and documents downloaded from websites.

If you are unsure, check with your Liaison Librarian or Flexible Delivery staff in your Faculty.

- For readings from books and printed journals, provide a citation, reference or print copies to your Liaison Librarian to scan and add to eReadings.
- For readings from electronic journals, provide the reference details to your Liaison Librarian to create a link in eReadings to the original journal article.
- The readings in your print reader are NOT automatically made available as eReadings. If you want your topic readings to be made available online, you must contact your Liaison Librarian with the relevant details of the required readings and the appropriate topic code. Not all the readings in your print reader may be reproduced in an electronic format, depending upon copyright restrictions.
- To distribute copies of readings from books or printed journals on CD, you must first put them in the library’s eReadings collection. Download the copy from eReadings with the University’s copyright notice on the front. The items can only be distributed on CD while they are also in eReadings. Items published in e-Journals can’t be published on CD.
- Keep your eReadings lists up to date at the start and end of each semester. Materials may be deleted at the end of each semester.
- Promote the Readings link in the “Library” page in your FLO topics to your students. eReadings can also be located by using the Readings search tab in the library catalogue.

1. Introduction


The Library’s eReadings collection is the system through which the University can ensure that we do not breach our copyright licence. Materials are put into eReadings for a semester or calendar year. If Library staff are notified, material will remain in eReadings for the following semester or year; otherwise materials will be deleted from eReadings at the end of each semester or calendar year.

A link to the eReadings collection for each topic can be found in the “Library” page in FLO for that topic. You can use this link to see the material that is currently in the Readings collection for your topic.
2. Providing readings from books or printed journals

The University’s copyright licence entitles the university to make digital copies of copyright print-based material for the educational purposes of the University. The licence entitles the University to digitise and republish one chapter or up to 10% of a book, or one article from an issue of a print journal.

The licence limit applies to the whole university - one chapter or up to 10% of a book, or one article from a particular issue of a journal for the whole university.

**DO:** Request that the library scan copies of print readings for students. These copies must only be stored and made available through the eReadings system, which is accessible through FLO and the Library Catalogue.

**DO NOT:** Scan copies of readings yourself. Copies must not be stored on any other server, not sent to students as an email attachment.

To put a reading from a book or printed journal in eReadings:

Provide your Liaison Librarian with a hard copy of the item, the reference details, your name and the topic code(s). The Library will scan the item and include the University’s copyright notice on the front page. The reading will be available through the Library’s eReadings system.

3. Providing readings from online/electronic journals

The University’s copyright license does not extend to items from online/electronic journals. The University is not entitled to download and republish any article from an online/electronic journal, nor to print then scan and re-publish an article. The University pays regular subscriptions to access electronic journals and is able to set up links to the original article within the online journal.

The link can be recorded in the eReadings record and will be listed with other readings for students to access. The Library will create a link to the article using the LinkIt@Flinders tool, which provides students with links to all the available databases which provide a full text version of the reading. The LinkIt@Flinders link is a stable web address and takes the student through the University’s subscription system so that students are not required to enter subscription names and passwords. They will however be required to authenticate using their FAN and FAN password.

**DO:** Refer to articles in online journals and request that the Library creates links to online journal articles through the eReadings system.

**DO NOT:** Download copies of articles from electronic journals and upload them within your FLO site, nor store copies of articles on any other server for students to access, nor send to students on CD or as an email attachment.
To put a link to an article from an online journal in eReadings:
Provide your Liaison Librarian with the reference details of the article, your name and the topic code(s). The Library will create a link to a stable web address using LinkIt@Flinders and this link will be available in the eReadings list for your topic.

4. Providing copies of documents freely available on the Web

Documents published on websites which are freely available without subscription (eg government reports, forms, white papers etc) are protected by copyright. Such documents should not be re-published on the University’s systems without permission from the owners/publishers.

| DO: Provide a link to the document at its original website. Check from time to time that the web address is still correct. |
| DO NOT: Download these documents from the web and upload them within your FLO site or any other University web server without permission from the publishers. |

5. Keep your eReadings lists up to date and roll them over from semester to semester

An item will remain in eReadings for the semester. At the end of each semester, Library staff will contact topic coordinators to check whether the current materials on eReadings are required for the next semester. If the Library is unable to contact topic coordinators, the scanned item and associated records will be deleted from eReadings. It is important to respond to the Library’s queries within the given timeframe to ensure required material is retained.

| DO: Check your eReadings lists for each topic at the end of each semester and communicate which items you will need the following semester to your Liaison Librarian. |
| DO NOT: Assume that items will remain on eReadings forever. |

6. Providing readings on CD

Once a reading from a book or printed journal is in eReadings, you may put a copy onto a CD and distribute it to students only for the time that the reading remains in the eReadings collection. If an item is removed from eReadings, you can no longer continue to distribute it on CD.

The copy that you put on the CD must be one that you have downloaded from the University eReadings system, and must have the Flinders University copyright notice on the front page.

Readings from electronic journals CANNOT be put onto CD and distributed to students.