

LEARNING MANAGEMENT SYSTEM USER GUIDE: REVIEWING SUBJECT MATERIAL COPYRIGHT

When preparing an LMS subject for a new semester you may start with a copy of the previously taught subject materials to use and adapt. It is important that you check the materials being used to ensure compliance with the University's copyright requirements.

Staff may have developed their subject in the past without being fully aware of copyright obligations. Preparing for a new semester is a good opportunity to revisit materials being used to check for relevance, availability and compliance.

Examples of materials can include: Links to web sites; links to, or copies of, readings from journals, books or other text based materials; images; and embedded materials e.g. from YouTube, Flickr and similar services.

Links to websites

It is permitted to link to websites, so long as you do not link to [infringing material](#). Linking to infringing material may be seen as promoting or authorising infringement. Ensure that websites that you are linking to are legitimate.

Broken links

If website links are not working, it is likely that the material on the site has been deleted or moved. You will need to search for an alternative and create a new link in the LMS.

Note: All links to external web sites should open in a new browser page, rather than within the LMS subject page. This option will be available in the LMS when creating the link.

Journal articles, book chapters and other text based material

- It is permitted to **scan** print versions of material then upload them to the LMS, if you follow the restrictions on amounts of material used, give a full bibliographic citation, display a copyright notice, restrict access only to members of the University, and register your use of the item with the University Copyright office (see below for details).
- It **may** be permitted to download electronic versions of text based material and then upload them to the LMS for students to access, but **you will need to check the license conditions first**. See this blog article for information: <http://copyblog.e.unimelb.edu.au/?p=1378>
- It is permitted to **link** to electronic versions of journal articles, book chapters and other text based materials that you find available via the web.

Scanned versions from print sources uploaded to the Content Collection

1. Ensure the amount that has been uploaded is permitted under the copyright limits: <http://www.unimelb.edu.au/copyright/teaching.html>
2. Ensure that the material has a full bibliographic citation.
3. Check that the material has a copyright notice attached: <http://www.unimelb.edu.au/copyright/notices/>
4. If your subject has guest access, ensure they do not have access to this material.
5. Register the material with the Copyright Office: <http://www.unimelb.edu.au/copyright/register/index.html>

Electronic versions uploaded to the Content Collection

Check that the uploaded version is from an electronic source where the license conditions allow the item to be uploaded to the LMS (details: <http://copyblog.e.unimelb.edu.au/?p=1378>).

License = allow

1. The same limits/conditions apply as for **scanned versions from print sources** (see previous section).

License = does not allow

1. Delete the item from the Content Collection.
2. Delete the link to the item in your subject.
3. Investigate the option of linking to the material instead (see following section).

Links to electronic material

1. Ensure the websites you are linking to are legitimate.
2. Fix the link if necessary.
3. Ensure the link is set to open in a new browser window, not within the LMS subject page.

Images

It is permitted to upload images to your LMS subject under certain conditions:

- If using an image from a print source, e.g. a textbook, the whole image can be uploaded if it cannot be separately purchased at an ordinary commercial price within a reasonable time.
- If using an image from an electronic source, e.g. a website, the whole image can be uploaded. There is no need to check whether or not is separately available.

In both cases you will also need to:

1. Ensure that the image has a full bibliographic citation.
2. Check that the image has a copyright notice attached:
<http://www.unimelb.edu.au/copyright/notices/>
3. If your subject has guest access, ensure they do not have access to this material.
4. Register the image with the Copyright Office:
<http://www.unimelb.edu.au/copyright/register/index.html>

Note: If you link to an image rather than take a copy and upload, you then deal with it in the same way as links to electronic material above (i.e. no need to register use with the Copyright Office).

Embedded Material


Embedded material is where you have 'shared' an item from a page (e.g. YouTube), or you have added some source code into the LMS content page so as to display an item from another website.

When you embed material you are not reproducing a copy of it, rather, you are linking to it in a more complex way. In essence, code has been added to a page that asks the source, i.e. Flickr or YouTube, to show the item in your page.

This is a simple and easy way to make material available on your page without the hassle of downloading and uploading then dealing with the copyright requirements. However, it also means that should the original material be removed, you will lose access to the resource.

If you wish to embed material in the LMS from YouTube, Screenshare or Flickr, see Mashups: http://lms.unimelb.edu.au/user_guides/mashups_guide.pdf.

If you wish to embed material in the LMS from YouTube, Vimeo, Kanopy, Enhance or your own video see: http://www.lms.unimelb.edu.au/user_guides/video_guide.pdf

If you have been given the HTML code for embedding some other resource, it can be as simple as switching to HTML mode when editing an item (click the HTML button  in the selection of text editor tools) and pasting the code.

If you have embedded material in your LMS

1. Ensure the websites you are linking to are legitimate.
2. Ensure they have a link to the original source website of the material.
3. In most instances there is no need to have embedded material appear in a new browser window. Embedded material is usually fine to display within the LMS subject page.

More Information

To find full details of copyright compliance in the LMS see: <http://www.unimelb.edu.au/copyright/teaching.html>

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au

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