

# Copyright Procedure

## Section 1 - Summary

(1) This Procedure outlines the protocol for using third party materials for intellectual endeavour, innovation and delivering excellence without infringing the rights of others.

## Section 2 - Scope

(2) All students and staff.

## Section 3 - Definitions

(3) Nil.

## Section 4 - Policy Statement/Regulation

(4) See [Copyright Policy](#).

## Section 5 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Staff	Familiarise themselves with procedures and requirements for the use of third party copyright materials as set out in the VU <a href="#">Copyright for Teaching Library Guide</a> .
Students	Familiarise themselves with procedures and requirements as detailed on the VU <a href="#">Copyright website</a> .

(5) The onus is on Victoria University staff and students who use third party copyright material to familiarise themselves with the procedures and requirements as detailed above. Further information is available by contacting [library.copyright@vu.edu.au](mailto:library.copyright@vu.edu.au)

(6) The Copyright Officer runs regular copyright information sessions to communicate copyright procedures and supports the appropriate use of third party copyright material for education and research purposes.

(7) Third party copyright material should be placed online only on the following platforms (except where permission to do otherwise has been granted by the Copyright Officer).

Third party copyright material	Platform

Print material (other than substantial use)	Readings tool (eReserve) on VU Collaborate
Images	VU Collaborate or Echo 360 Active Learning Platform where images are embedded in recordings
Material recorded from TV and/or radio	Select streaming hosted services with recording agreements with relevant remuneration societies (e.g. Screen rights) and in particular those supported by VU Library; and Echo 360 Active Learning Platform
Music	VU Collaborate, Select streaming hosted services with university institutional subscriptions, Echo 360 Active Learning Platform

## Section 6 - Guidelines

(8) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	11th July 2018
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<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	3rd July 2018
<b>Expiry Date</b>	2nd December 2021
<b>Accountable Officer</b>	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077
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