

Your School's Guide to Data Collection

Each year a sample of licensed schools are selected to participate in a data collection process over a number of weeks. The purpose is to establish what copyright material is being copied and shared with students so that Copyright Licensing NZ can remunerate authors and publishers accordingly.

To collect the information, you will be supplied with a Copying Record Form to fill out (an example of this is on the reverse side).

This can be completed either:

- electronically **or** • hard copy

Your annual licence enables staff to make multiple copies from an original, to share with students.



Copy & Scan

From

- Books
- Textbooks
- Journals
- Periodicals
- Newspapers

Does not include copying from workbooks.

Reference copying with title, author, publisher and page numbers.



Up to*

Including

- 10% of a book - with pictures and graphs
- 15 pages from a book of short stories or poetry book
- 1 journal/periodical article (more if on the same subject)
- 5 articles per newspaper, per edition.

*In a school year



Share with students

Via

- Hardcopy
- CD/DVD
- Electronic whiteboard
- Email
- Intranet – via password protected system (not a public website).

Refer to the Copyright Act when copying:

- Material downloaded from the internet
- Printed sheet music (not contained within a book)
- Stand alone artwork
- Public domain works (50 years after the death of author and 25 years after publication)
- Theses; dissertations and student papers
- House journals (e.g. employee publications)
- Loose maps and charts

For more information visit our website www.copyright.co.nz or email info@copyright.co.nz

Copying Record Form

Record details below when making multiple copies
from an original hardcopy source.

Let's do the right thing



Date	Your Surname	Publication Name <small>For newspapers and periodicals, please include title, date and page numbers</small>	Author	Publisher	ISBN/ISSN <small>Often found on reverse of title page or last page/back cover</small>	Page Range Copied <small>eg p4-p25 or p55, p57, p59</small>	No of Students	Combined Schools <small>P Years 1-8 S Years 9-15</small>
16/02	Jones	Rita Angus - An Artist's Life	Jill Trevelyan	Te Papa Press	978-187738-5391	p4-p6	30	P
18/02	Smith	Management p32 + p35 Feb 06 Vol 45 No 1	Richard Pinhorn	Profile Publisher	11745339	p10 + p15	8	S
22/02	Davies	NZ Herald 27 April 2018 p1-p4 Save Lennox the Dog	Beverley Smith	APN New Zealand Limited	1105-6646	A3	20	P

Example