

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 CLNZ can remunerate authors and publishers accordingly.

Copying information can be supplied either:

- Using the Copying Record Form (provided) or
- Electronically

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

- 10% of a book - including 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



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
- Loose maps and charts
- 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)

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

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