

COPYRIGHT POLICY

Category	Governance
Policy Owner	General Counsel
Last review	November 2024
Next review	November 2029
Approved by	Vice Chancellor
Effective date	November 2024

1. PURPOSE:

The purpose of this policy is to facilitate the use of copyright material for Educational Purposes and to protect the rights of copyright owners.

The Copyright Act 1994 provides owners of original work with a monopoly to control the use and dissemination of their work.

The Act permits others to copy extracts from copyright works for the purpose of research or private study. It also allows AUT to make multiple copies of extracts from copyright works, within strictly defined limits and only for Educational Purposes.

AUT is also party to several copyright licence agreements. These agreements give staff extended rights to use copyright material over and above the restrictions of the Act for Educational Purposes.

2. POLICY:

All employees and student users of copyright materials for Educational Purposes must comply with the requirements of the Copyright Act 1994 and with the terms of the licence agreements.

The rights of students and staff to use copyright material for Educational Purposes are outlined on the Library website.

AUT Students and Staff may also contact the Library for further guidance if information on the Library website does not resolve the matter.

Staff creating and maintaining course reading lists must use Course Resources to digitise work to ensure that it is copyright compliant. Course Resources can be found at:

<http://aut.ac.nz.libguides.com/courseresources>

3. DEFINITIONS:

Copyright - protects an existing piece of work from unauthorised copying, such as, but not limited to, graphs, diagrams, illustrations, images, music, video, works from the internet and digital media.

Educational Purposes: refers to the use of copyright material in the classroom or online, as part of an educational learning resource including, but not limited to, study guides, student notes, handbooks, handouts, lecture/tutorial presentation material.

4. SCOPE:

This Policy applies to all AUT employees, students, and contractors.

5. RELEVANT LEGISLATION:

Copyright Act 1994

6. LEGAL COMPLIANCE:

The University shall comply with all New Zealand laws, legislation and regulations

7. RELATED PROCEDURES/DOCUMENTS:

8. DOCUMENT MANAGEMENT AND CONTROL:

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