

# **ST EUPHEMIA COLLEGE**

**K-12**



**COPYRIGHT  
PROCEDURES  
2014**

## **Copyright Policy - Procedures**

St Euphemia College conducts its daily operations in a manner that recognises and supports compliance with copyright legislation and the protections afforded to copyright owners under that legislation.

In keeping with this objective, the College expects its staff, students and other personnel to comply with all applicable legal requirements pertaining to copyright and to take appropriate action to minimise the risk of infringement whenever dealing with third party copyright material, thereby avoiding legal and other punitive actions.

### ***Copyright Agency Limited (CAL)***

The agreement allows teachers to copy print work from books, journals and periodicals, for an “Educational Purpose”, with the following limits:

#### **Periodicals**

- such as newspapers or magazines
- one article in each issue or two more articles if they relate to the same subject matter.

#### **Books**

- up to 10% of the pages or one chapter, whichever is greater.

#### **Out of Print Books**

- up to the whole of any work if the school has checked with its supplier that the work is not available for purchase within 14 days or 6 months for text books.