

STAFF COPYRIGHT GUIDELINES FOR PODCASTS

The following are guidelines for University staff regarding the use of iTunes U.

1. Staff members of the University are responsible for making sure their use of iTunes U and in particular, the content of podcasts and the material available onto iTunes U complies with the Copyright Act 1994 (**Act**) to limit University risk.
2. Where individuals feature in podcast recordings (for example guest lecturers), the staff member is required to obtain prior permission from the individual to be recorded and provide that individual with information as to how the recording will be used by the University.
3. The Act prohibits individuals who are not the copyright owner to copy, publish, perform, play, show, share, distribute or download any copyright material of another except to the extent that this is permitted by:
 - The Act itself under certain permitted exceptions (i.e. permitted educational exceptions)
 - Copyright licences, for example with Copyright Licensing Limited and/or Screenrights Limited.
 - Permission otherwise obtained from the copyright owner.
4. Aside from the above permitted exceptions for use of copyright material, a staff member may be able to use copyright material on iTunes U where the:
 - Material is available under private content licenses such as Creative Commons
 - Duration of copyright protection on the particular work has expired.
5. All copyright works used in a podcast need to be correctly referenced. However, referencing is not a substitute for obtaining permission to use copyrighted material where applicable in the circumstances.
6. Types of materials which may be subject to copyright protection and therefore require appropriate referencing in a podcast include but are not limited to:
 - a) literary works such as texts
 - b) musical works, including any accompanying words
 - c) dramatic works, including any accompanying music
 - d) pictorial and graphic works
 - e) films and other audiovisual works
 - f) sound recordings
7. The CLL and Screenrights licences held by the University permit staff to copy beyond the multiple copying limits set by the Copyright Act. However, only authenticated students are allowed to access this material.

8. Care must be taken with copyright material used on iTunes U as most digital material will be available to the public. This use may fall outside of the permitted educational exceptions for use provided under the Act. For example, the ability to use copyright works in a lecture (such as a photograph) under permitted educational exceptions of the Act does not extend to the ability to distribute that photograph digitally to the public without permission of the owner.

9. More detailed information regarding copyright in general and the University's policies and guidelines in respect of copyright can be found on the following University of Waikato copyright page: <http://www.waikato.ac.nz/copyright/>. For any questions, contact the University Copyright Officer.

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