

Copyright policy

Queensland Studies Authority

for use and reproduction of Queensland Studies
Authority (QSA) materials

Revised: March 2011

Contents

Purpose	1
Background and intent	1
When permission is required	1
Summary	1
Details	2
Commercial use	2
Adaptations	2
QSA logo.....	2
School internet and intranet use	2
Test papers	2
Entities without a licence from the Copyright Agency Limited (CAL).....	3
Acknowledgment	3
Acknowledgment in printed materials	3
Preferred style for imprint page acknowledgment	3
Preferred style for acknowledgment close to the reproduced text.....	4
Acknowledgment in electronic materials	4
Copyright fees	4
When permission is not required	5
Summary	5
Details	5
Linking to the QSA website	6
Acknowledgment	6
Acknowledgment in printed materials	6
Preferred style for imprint page acknowledgment	6
Preferred style for acknowledgment close to the reproduced text.....	6
Acknowledgment in electronic materials	7
More information	7

Purpose

To ensure that people who reproduce or refer to QSA materials in their publications:

- correctly acknowledge QSA materials
- pay fees for using the materials, if appropriate
- adhere to the provisions of the *Copyright Act 1968* (Cwlth).

Background and intent

Copyright law exists to protect intellectual property, in particular the expression of ideas. Copyright protects copyright owners from having their works used without their agreement, and without attribution.

All QSA materials are protected by copyright, in whatever format they are created and published; the same protection applies to electronic and print publications.

It is essential for QSA materials to be accurately acknowledged, whether you are using a small part or a complete work.

In principle, the QSA is pleased for other organisations and individuals to use our materials to provide products and services to the education sector. However, licensing fees may be charged for commercial use of QSA material.

When permission is required

Summary

Permission is required for the following uses of QSA material:

- in a commercial publication
- adaptation of QSA materials, unless the material has been explicitly provided for adaptation
- any use of the QSA logo
- any reproduction of QSA test papers or extracts from test papers (permission will not be given to reproduce test papers on internet or intranet sites)
- any reproduction of QSA materials on a school internet or intranet site
- any reproduction of QSA materials for use outside Australia..

Application for permission to use QSA materials must be made in writing to the QSA, giving relevant details about the publication, event or activity and the QSA material that will be included. Please use the application form — under Copyright — on the QSA home page.

All copyright queries and requests should be directed to the Manager, Publishing Unit: phone +61 7 3864 0352 or email publishing@qsa.qld.edu.au.

Details

Permission is needed to use QSA copyright materials in all cases, except as detailed in the section “When permission is not required” (page 5).

If permission is granted, it will be valid for a “once only” use. New editions, reprints or revisions will require a new application.

If the QSA publication contains material that is acknowledged to a third party, the user must apply directly to the copyright owner of that material, as well as to the QSA. This is common in test papers. Obtaining all the necessary permissions is difficult and time-consuming.

Commercial use

Written permission must be sought for any commercial use of QSA materials, except as provided for by the Copyright Act. A fee may be charged.

Adaptations

Some materials, such as templates, may be provided expressly for use, including adaptation, and no further permission is required to use them. However, other QSA materials should be used unaltered, or permission sought for an adaptation.

QSA logo

Written permission must be sought for any use of the QSA logos.

School internet and intranet use

Written permission must be sought from the QSA before placing any QSA material on a school internet or intranet site.

Schools are encouraged to provide links to the QSA website, rather than reproducing large extracts from QSA materials. Permission is not required to link to the QSA website. Please note, however, that “deep links” (i.e. links to pages deep inside the website) may not remain valid for long, and that links should never lead directly to a PDF file.

For examples of preferred ways to link to the QSA website, see “Linking to the QSA website” (page 6).

Test papers

Written permission must be sought for any reproduction, in whole or in part, of any test paper produced by the QSA. Please note that sets of test papers from the past three years are available for purchase from the QSA website > Publications.

One reason for this restriction is that test papers generally include a large quantity of third-party copyright material. Obtaining all the necessary permissions is difficult and time-consuming.

Permission will *not* be given for papers, or extracts, to be reproduced on internet or intranet sites. Permission may be given to refer to papers on intranet sites, giving a link to the QSA website <www.qsa.qld.edu.au>.

Permission to reproduce QSA test papers is only likely to be granted if:

- the user clears all third-party copyright material in exam papers
- the material is not reproduced in the exam paper format
- there is value-added material included in the publication
- a fee is paid for commercial use.

Entities without a licence from the Copyright Agency Limited (CAL)

Written permission must be sought for any reproduction, in whole or in part, of any materials produced by the QSA.

Acknowledgment

Appropriate acknowledgment is required for all uses of QSA's copyright material. Correct acknowledgment will be a condition upon which permission is granted for any use.

Acknowledgment in printed materials

QSA's copyright material should be acknowledged both on the imprint page and close to the reproduced material.

Preferred style for imprint page acknowledgment

The material on pp. xx, xx, xx (etc.) is reproduced from [title and date*], with kind permission of The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 1: Print source

The material on pp. 16 & 25 is reproduced from the *Legal Studies Senior Syllabus 2007*, with kind permission of The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 2: Electronic source

The material on p. 17 is reproduced from *Welcome to Country and Acknowledgment of Country*, accessed 19 Mar 2011, http://www.qsa.qld.edu.au/downloads/senior/snr_atssi_10_handbook.pdf (PDF, 652kB) with kind permission of The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

* date of publication (print materials) or date of access (electronic materials)

Preferred style for acknowledgment close to the reproduced text

QSA [title and date of work], p. xx [other access details, if appropriate]

Example 1: Print source

QSA *Legal Studies Senior Syllabus 2007*, p.14.

Example 2: Electronic source

QSA *Welcome to Country and Acknowledgment of Country*, accessed 19 Mar 2011, http://www.qsa.qld.edu.au/downloads/senior/snr_atsti_10_handbook.pdf (PDF, 652kB).

Acknowledgment in electronic materials

If permission has been given to use QSA materials in electronic form, the acknowledgment should appear close to the reproduced text, and should contain all the relevant information:

Reproduced with kind permission of The State of Queensland (Queensland Studies Authority) from the [title and date] p. xx [other access details, if appropriate]. Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 1: Print source

Reproduced with kind permission of The State of Queensland (Queensland Studies Authority) from the *Legal Studies Senior Syllabus 2007*, p. 14. Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 2: Electronic source

Reproduced with kind permission of The State of Queensland (Queensland Studies Authority) from *Welcome to Country and Acknowledgment of Country*, http://www.qsa.qld.edu.au/downloads/senior/snr_atsti_10_handbook.pdf (PDF, 652kB). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Copyright fees

Generally, there will be no copyright fee charged when the proposed publication is to be produced by non-profit organisations solely for the purpose of private study, research or for educational purposes within Australia (in accordance with Section 200 of the *Copyright Act 1968*).

Requests by publishers or individuals outside the education sector will be assessed individually, and permission will be dependent on the material requested and the proposed use. A copyright fee will generally be charged when the proposed publication is intended for sale for profit.

For use of QSA-generated material (whether print- or web-based), when a fee is charged, the minimum fee will be \$200 + GST.

Amounts above the minimum fee will be determined taking into account details such as:

- purpose, audience and quantity produced or attendance (at events/activities)
- price of the publication/event/activity
- quantity of QSA material used
- percentage of QSA material used, compared to the work as a whole.

When permission is not required

Summary

QSA material that is used in a non-commercial publication or activity may often be reproduced without written permission from the QSA.

Australian educational institutions have a licence from the Copyright Agency Limited (CAL) that allows them to use QSA materials for educational purposes.

In all cases, the source of the material must be accurately acknowledged.

All copyright queries and requests should be directed to the Manager, Publishing Unit: phone +61 7 3864 0352 or email publishing@qsa.qld.edu.au.

Details

Other than the usual provisions for “fair dealing”, copyright material owned by the Queensland Studies Authority may be copied, without written permission, only by:

- individual students, for private use and research
- Australian schools and entities possessing a CAL education licence, but within the limits of that licence[†] and, if they are copying from an electronic source, within the limits of the *Copyright Amendment (Digital Agenda) Act 2000*
- Australian libraries, educational institutions, and institutions helping people with a disability, within the limits[‡] of the *Copyright Amendment (Digital Agenda) Act 2000*.

Except that a Queensland school, accredited by Education Queensland, may reproduce the whole of a work for use by teachers, parents and educational administrators (for non-commercial, personal or educational purposes only).

Libraries, educational institutions and other institutions helping people with a disability may:

- supply another library with digital copies of a work, or parts of a work that they hold, if the other library cannot get the work in a reasonable time at an ordinary price
- display digital works within their premises
- make a digital copy for research or study
- for administrative purposes, make a digital copy of a work held in printed format
- make a copy of an artistic work to display on their premises if the original is lost or in danger.

Direct quotation of Subsection 49(5A), *Copyright Amendment (Digital Agenda) Act 2000*:

If an article contained in a periodical publication, or a published work (other than an article contained in a periodical publication) is acquired, in electronic form, as part of a library or archives collection, the officer in charge of the library or archives may make it available online within the premises of the library or archives in such a manner that users cannot, by using any equipment supplied by the library or archives:

- make an electronic reproduction of the article or work; or
- communicate the article or work.

In all cases, use of QSA materials must be properly acknowledged (see Acknowledgement, page 6).

[†] *Copyright Amendment (Digital Agenda) Act*

[‡] An example of a limit is the amount you may download and copy, as specified in s.10(2A).

Linking to the QSA website

Permission is not required to link to the QSA website. The QSA encourages people to link to source information on the QSA website, rather than reproducing large extracts from QSA materials. This ensures that readers have access to the most up-to-date information, and know that it is provided by the QSA.

Please note that links should never lead directly to a PDF file. Examples of how to link to the *Visual Art Senior Syllabus 2007* are given below.

- If the link is intended for short-term use, such as in an email, the link may be to the page on which the link to the PDF file is available.

< <http://www.qsa.qld.edu.au/1263.html> >

- If the link is intended for long-term use, such as on a website, it is better to link the QSA home page, with directions to the file. This guards against broken links, and gives users more options if for some reason the path changes.

The syllabus is available at <www.qsa.qld.edu.au>, under Years 10–12 > Years 11–12 subjects > Arts > Visual Art (2007).

Acknowledgment

Appropriate acknowledgment is required for all uses of QSA's copyright material.

Acknowledgment in printed materials

Acknowledgment should be made both on the imprint page, and close to the reproduced material.

Preferred style for imprint page acknowledgment

The material on pp. xx, xx, xx (etc.) is reproduced from [title and date[§]], copyright The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 1: Print source

The material on pp. 16 & 25 is reproduced from the *Legal Studies Senior Syllabus 2007*, copyright The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 2: Electronic source

The material on p. 17 is reproduced from *Welcome to Country and Acknowledgment of Country*, accessed 19 Mar 2011, http://www.qsa.qld.edu.au/downloads/senior/snr_atsi_10_handbook.pdf (PDF, 652kB) with kind permission of The State of Queensland (Queensland Studies Authority). Further information, including any updates, is available at <www.qsa.qld.edu.au>.

[§] date of publication (print materials) or date of access (electronic materials)

Preferred style for acknowledgment close to the reproduced text

QSA [title and date of work], p. xx [other access details, if appropriate]

Example 1: Print source

QSA *Legal Studies Senior Syllabus 2007*, p.14

Example 2: Electronic source

QSA *Welcome to Country and Acknowledgment of Country*,
http://www.qsa.qld.edu.au/downloads/senior/snr_atSI_10_handbook.pdf (PDF, 652kB)

Acknowledgment in electronic materials

If QSA materials are used in an electronic publication, the acknowledgment should appear close to the reproduced text, and should contain all the relevant information:

Reproduced from: The State of Queensland (Queensland Studies Authority), [title and date] p. xx [other access details, if appropriate]. Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 1: Print source

Reproduced from: The State of Queensland (Queensland Studies Authority), *Legal Studies Senior Syllabus 2007*, p. 14. Further information, including any updates, is available at <www.qsa.qld.edu.au>.

Example 2: Electronic source

Reproduced from: The State of Queensland (Queensland Studies Authority), *Welcome to Country and Acknowledgment of Country*,
http://www.qsa.qld.edu.au/downloads/senior/snr_atSI_10_handbook.pdf (PDF, 652kB)
Further information, including any updates, is available at <www.qsa.qld.edu.au>.

More information

For more information, contact the Manager, Publishing Unit by phone: +61 7 3864 0352 or email: publishing@qsa.qld.edu.au.

Queensland Studies Authority

154 Melbourne Street, South Brisbane

PO Box 307 Spring Hill QLD 4004 Australia

T +61 7 3864 0299

F +61 7 3221 2553

www.qsa.qld.edu.au
