

SCHOOLS PHOTOCOPY SURVEY
2008

COPYRIGHT SURVEY MANAGER (CSM)
SURVEY GUIDE



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Your Guide to the Schools Photocopy Survey

1. INTRODUCTION

When you leave this training session you should have an understanding of:

- why you are doing this survey,
- your role in the survey as the Copyright Survey Manager (CSM)
- who in your school will be involved, and
- how the survey will be conducted over the term.

The photocopy survey that you are about to participate in is part of a scheme shared by Australian schools. In any given year a sample of schools is required to keep records for one term as part of this scheme. The sampling scheme is a better alternative to every school keeping records of copied material *all* the time. However for the scheme to operate effectively it requires that participating schools provide records that are accurate and legible. Your participation will help ensure the continued success of the scheme.

In the next few weeks your survey period will commence and you will be taking over from the last schools that participated in the survey. Through your participation you will be freeing other schools from keeping records of copied material. It is important that your staff recognise the significance of their efforts in maintaining the scheme. During other periods of the year, other schools are keeping records on *your* behalf.

Once you have participated in the survey, your school will be exempt from further participation for 8 years.

We have designed a training session to help you to understand the requirements of the photocopy survey. After the training session we will be helping you conduct the survey in your school by having an AMR Interactive Field Officer visit or make phone contact regularly.

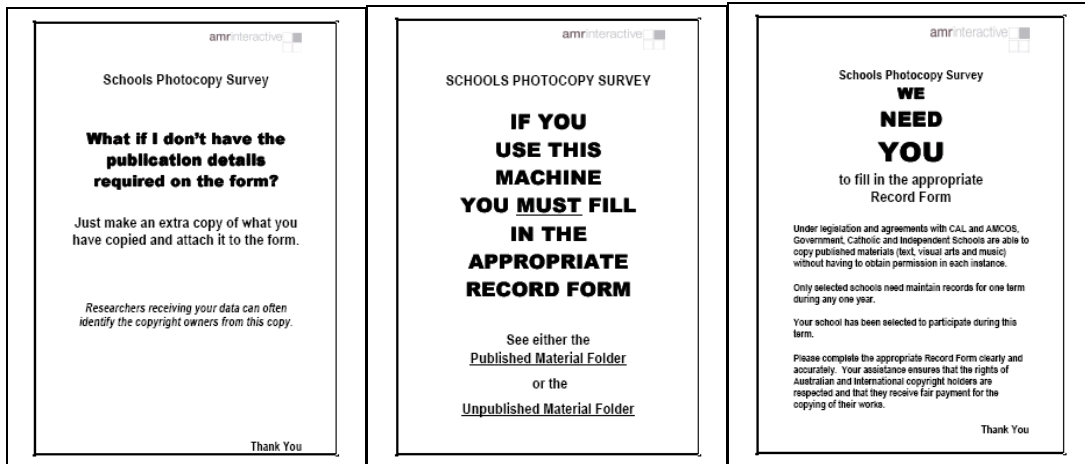
In conjunction with the training session this booklet covers these important areas:

- the **signs** and **guidelines** used to inform people about the survey;
- the **photocopy survey forms** you and your staff will be using (there are three of these);
- the **validation methods** used to help ensure that the data are accurate.

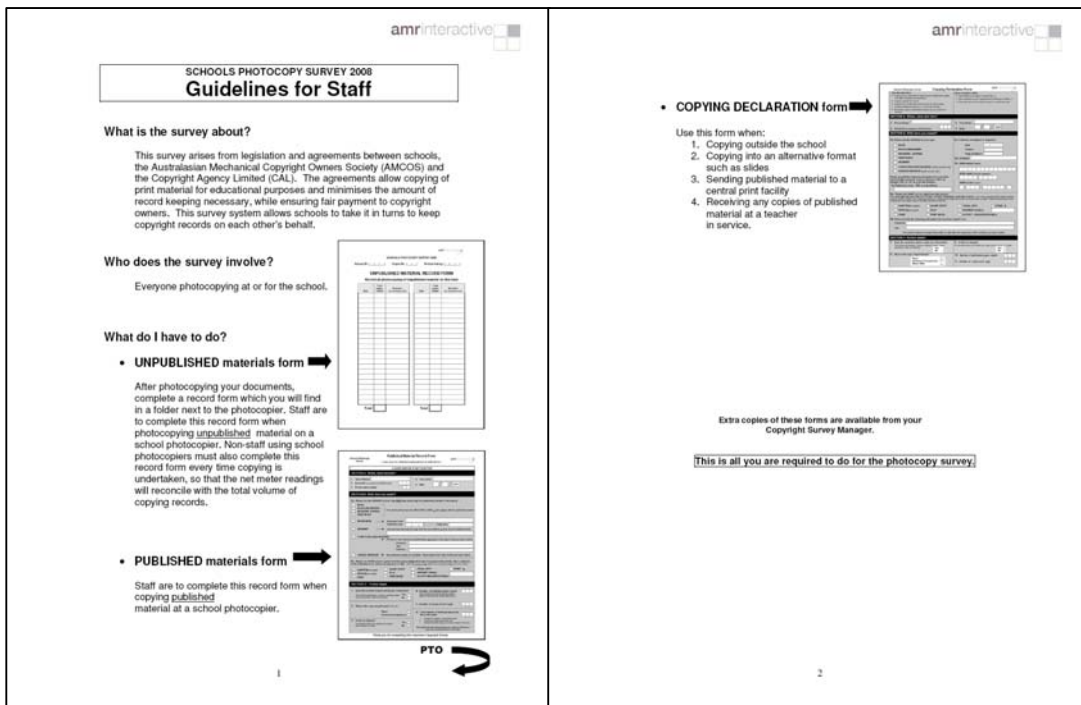
There is also a “Question and Answer” page at the end to answer some common questions you may receive from other staff members.

2. THE SURVEY POSTERS

A combination of the following posters will be placed around the school and near photocopiers to remind staff about the survey. We will be helping you put these up, and making sure they stay in place during the survey. You can use these signs if you wish, or design your own.



There is also a separate TWO page guideline for staff that describes the survey requirements for the photocopy survey. This should be distributed to staff before the survey commences.





3. THE RECORD FOLDERS AND SURVEY FORMS

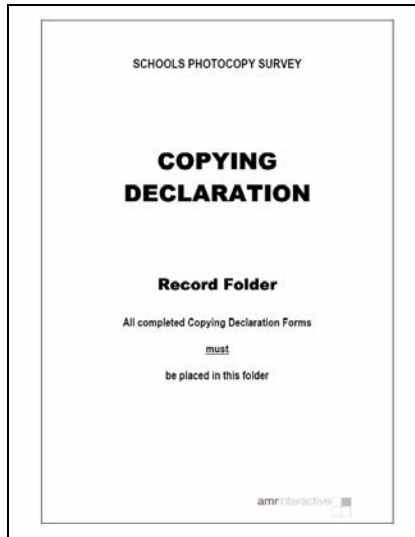
3.1 Record Folders

Data will be collected via clearly marked folders placed at each photocopier. Your main task is to monitor these record folders and to ensure that staff are making complete and legible entries for all copying they undertake.

There are three record folders for each monitored photocopier:

- The Unpublished Record Folder
- The Published Record Folder
- The Copying Declaration Folder

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|---|--|
| <p>amrinteractive </p> <p>SCHOOLS PHOTOCOPY SURVEY</p> <p><u>UNPUBLISHED</u></p> <p>MATERIAL</p> <p>Record Folder</p> <p>If you copy UNPUBLISHED MATERIAL, you must complete these forms.</p> <p>Some typical examples of unpublished materials include:</p> <ul style="list-style-type: none">- Memos/Letters/Student records- Teacher's own original notes- Materials from your schools' State peak body (eg. Department of Education, AIS, CEO/CEO)- Materials where permissions are given (eg. material marked free for education purposes excluding BLMs)- Copying for your own personal use (i.e. not related to your job) | <p>amrinteractive </p> <p>SCHOOLS PHOTOCOPY SURVEY</p> <p><u>PUBLISHED</u></p> <p>MATERIAL</p> <p>Record Folder</p> <p>If you copy PUBLISHED MATERIAL you must complete these forms.</p> <p>Some typical examples of published materials include:</p> <ul style="list-style-type: none">- Books/BLMs- Journals- Magazines- Newspapers- Print Music- Internet/Web pages- Visual Art (e.g. cartoons, diagrams, photos, pictures, paintings, graphs, tables, maps) |
|---|--|



3.2 Survey Forms

There are three main survey forms that are used.

A. Unpublished Record Form

This form is found inside the Unpublished Record Folder and is to be completed by all users of school photocopiers.

Staff are to complete this record form when copying unpublished material on a school photocopier. Non-staff using school photocopiers must complete this record form every time copying is undertaken. This is to help reconcile the meter readings being taken on each photocopier. As the CSM, it is your job to calculate the sum of the “Total” columns and record this in the box at the bottom.

B. Published Record Form

This form is found inside the Published Record Folder, and is to be completed by staff when Copying published material at a school photocopier for school purposes. As well as providing some brief identifying information,

details of the publication are to be stapled to the record form. If poor copies of published material are made and discarded, the number of copies should be recorded on this form at Q12 to help reconcile the meter reading being taken on the photocopier.

Further instructions are provided on the form itself.

As the CSM, it is your job to ensure that staff are making complete and legible entries and the information attached is appropriate for identifying the copyright owner.

C. Copying Declaration Form

This form can be located either in the Published Record Folder or centrally where staff can easily obtain one when needed.

Staff are to use this form when:

- Copying published material outside the School.
- Copying published material into an alternative format (eg. 35mm slides)
- Sending published material to a central print facility.
- Receiving any copies of published material at a teacher-in-service.

As the CSM, it is your job to ensure that staff are making complete and legible entries.

HOW DO WE KNOW THE DATA BEING COLLECTED ARE ACCURATE?

3.3 Photocopier Summary Sheet

At the start and finish of each collection week you should record the photocopier meter reading on the Photocopier Summary Sheet. At the end of each week transfer the sum of the Total boxes from all record forms onto the Summary Sheet as indicated. Attach this to the top of the weekly batch of forms that includes both published and unpublished record forms.

During the first two weeks of data collection, the AMR Interactive Field Officer will verify this information and check that the meter readings reflect the total number of pages copied. If they do not, you will be requested to assist the Field Officer to understand the discrepancy and work towards improving data quality where possible in future weeks. Later in the survey AMR Interactive may ask you to comment on the completeness of the data via a telephone call.

The data you provide needs to be complete, accurate and legible. Remember to check the legibility of records each week prior to submitting the forms. Forms that are illegible or incomplete will be returned to you for correction. After each week of data submission AMR Interactive will complete a checklist that establishes the quality of the data that is being provided by your school on a week-to-week basis.

4. YOUR ROLE

1. Review training materials to consolidate understanding of procedures.
2. Inform staff about the recording procedures to be used during the survey.
3. Ensure that information, signs, labelled folders, forms and collection trays are located at each photocopier and that sufficient recording sheets are available.
4. Check record forms regularly to ensure that entries are legible and complete.
5. At the start and completion of each collection period you should record the photocopier meter reading on the Photocopying Summary Sheet.
6. For each Unpublished Material Record calculate the sum of the Total pages copied and place in the box at the bottom of the column. Sum all column totals to give the grand total from the unpublished forms. Sum all Q12 entries on the Published Record Forms to give the grand total from the published forms.
7. Transfer the grand totals onto the Photocopying Summary Sheet as indicated on the sheet. Attach the Summary Sheet to the top of the weekly batch of forms that includes both published and unpublished record forms. The total on the Summary Sheet should closely match the difference between start and end meter readings (i.e. volume through photocopier).
8. Have all materials ready for review and collection by the Field Officer, who will visit you at your school for first two collection periods.
9. For the later collection periods ensure that all materials are of a suitable standard and sent to AMRInteractive. Remember that incomplete/incorrectly filled forms will be returned for resolution.
10. If you need advice on copyright issues please contact your schools representative from the contact list below:

| <u>Government Schools</u> | | |
|--------------------------------------|--|-----------------------|
| NSW | Elizabeth Markwick | (02) 9561 8121 |
| SA | Shane Richardson | (08) 8226 1109 |
| NT | Gerry Greene | (08) 8999 5887 |
| TAS | Barbara MacCana | (03) 6233 6939 |
| <u>Non Government Schools</u> | | |
| Catholic | Ian Baker | (02) 9287 1520 |
| Indpnt. | <i>(please contact AIS within your State/ Territory)</i> | |

10. For queries regarding *the operation of the survey* contact:

| | | |
|-----------------------|--|-----------------------|
| AMRInteractive | Jan Wallace | (02) 9020 3507 |
| | jan.wallace@amrinteractive.com.au | |

5. FREQUENTLY ASKED QUESTIONS

▪ What is “visual art”?

Examples of visual arts include photographs, cartoons, drawings, graphs, tables, charts, illustrations, maps and paintings.

If it is the visual component (of part thereof) you wish to copy, tick the appropriate box for source in Q6a (then follow the instructions there) then record it as “Visual Arts” in Q6b (and then follow the instructions).

For example, if you copied a map from a street directory, tick ‘Book’ for Q6a and tick ‘Visual Arts’ in Q6b on the Published Record Form.

▪ What if I don’t have all/any of the publication details?

If you cannot provide the information required for the published material that you have copied then attach as much identifying information as possible AND an extra photocopy of the material you have copied.

▪ What if I copy a published page, but I make a mistake? For example, I left the copier lid up and the copy was too dark to use so it went straight into the recycling bin.

Photocopies that are mistakes or spoils and are not kept are recorded at **Q12** on the Published Material Record Form. Do not include them at Q10 with the total number of published pages copied.

▪ What do I fill in for making copies from different sources to set an exam?

If the exam is for formal assessment:

- Fill in the Unpublished Material Record Form (photocopying for formal assessments is not in scope for the survey).

If the exam is not for formal assessment then:

- Fill in the Published Material Record Form according to the instructions for a worksheet (see point 7).
- Attach a copy of the exam paper with full citations for each source of material used.

▪ What do you mean by “Is this for display?”

The concept of a display copy is:

- where the use of a single copy is akin to making multiple copies of it;
- where the work may be viewed by many students or staff;
- where the copy may preclude the necessity of making multiple copies.

For example, when copying a literary, dramatic, musical & artistic work onto or for:

- overhead transparencies
- slides
- hanging on a wall or notice board
- inserting into a display folder for many to view

- **If I make up a worksheet for my students using several different types and sources of published material, then how do I complete the forms?**

If your worksheet is made up of a newspaper article, a picture from a book, and a poem from a book and this one sheet is copied 25 times:

i. Fill in ONE Published Material Record Form

- Tick as many category types as apply for questions 6a and 6b.

For example. At Q6a tick "Newspaper" and "Book" and at Q6b, tick "Article(s) or part", "Visual Arts", and "Poem".

ii. Attachments

- To identify each SOURCE you've used at Q6a, follow the instructions for each material type ticked and attach the publication details accordingly.

In our example we would have,
 For the newspaper: write in the name of the newspaper as well as the publication date and page numbers you've copied on the Published Material Form.
 For books: a copy of the pages with the ISBN of the book from which the picture was copied; and a copy of the pages with the ISBN of the book from which the poem was copied.

- To identify WHAT you've copied in Q6b follow the instructions for each material type ticked.

In our example we would have,
 For article: a copy of the newspaper article clearly indicating the article title and journalist
 For visual arts: a copy of the page with the illustrator/photographer details and (if it applies) the page with the title of the picture
 For poem: a copy of the page with the title of the poem and the name of the poet.

- You must also attach a copy of the worksheet.

iii. Volume

- Q10: Write in the number of published pages copied (a)
- Q11: Write in the number of copies made of the worksheet in (b)
- Q12: Will equal (b) = 25 plus the additional photocopies you've made to attach to the Published Material Record Form, plus any mistakes, spoils or discarded copies you made whilst creating the worksheet.

In our example,
(a) = 3 (i.e. the newspaper, the page in the book with the picture and the page with the poem)
(b) = 25
Q12 = 25 + the additional photocopies made to attach to the record form + any spoils or discarded photocopies.

6. SOME TYPICAL EXAMPLES OF PUBLISHED AND UNPUBLISHED MATERIALS

Published

- Books
- Journals
- Magazines
- Music
- Internet/Web Pages
- Visual Arts (e.g. Cartoons, Diagrams, Photos, Pictures, Paintings, Graphs, Tables, Maps)

Unpublished

- Memos/Letters/Student records
- Teachers own original notes
- Material from your school's State peak body (e.g. Dept of Education, AIS, CEC/CEO)
- Materials where permissions are given (e.g. material marked free for education purposes, excluding BLMs)
- Copying for your own personal use (i.e. not related to your job)