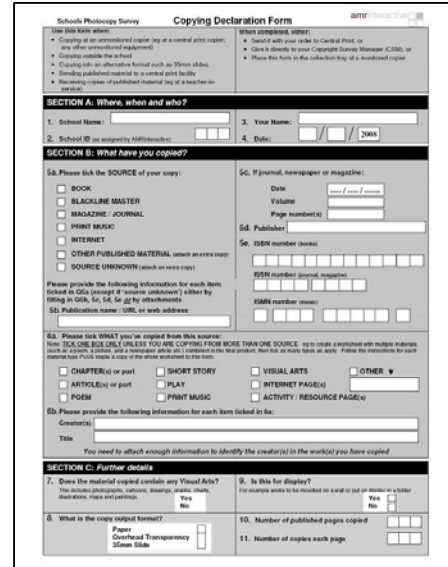


• **COPYING DECLARATION form** 

Use this form when:

1. Copying outside the school
2. Copying into an alternative format such as slides
3. Sending published material to a central print facility
4. Receiving any copies of published material at a teacher in service.



Schools Photocopy Survey Copying Declaration Form

Use this form when:

- Copying at an uncontrolled copier (eg. at a central print copier, any other uncontrolled equipment)
- Copying outside the school
- Copying into an alternative format such as 35mm slides
- Sending published material to a central print facility
- Receiving copies of published material (eg. at a teacher in service)

When complete, return:

- Send with your order to Central Print, or
- Give it directly to your Copyright Survey Manager (CSM), or
- Place this form in the collection bag with a marked copy

SECTION A: Where, when and who?

1. School Name: _____ 3. Your Name: _____
 2. School ID (as assigned by AMRInteractive): _____ 4. Date: ____/____/2003

SECTION B: What have you copied?

5a. Please tick the SOURCE of your copy:

BOOK
 BACKLINE MASTER
 MAGAZINE / JOURNAL
 PRINT MUSIC
 INTERNET
 OTHER PUBLISHED MATERIAL (specify in extra copy)
 SOURCE UNKNOWN (specify in extra copy)

5b. Please provide the following information for each item listed in 5a (except if 'source unknown') either by filling in GSA, GSA, GSA, GSA, GSA for 5b or 5b for attachments

5d. Publication name / URL or web address: _____

5c. If printed, newspaper or magazine:
 Date: _____
 Volume: _____
 Page number(s): _____
 5d. Publisher: _____

5e. ISBN number (books): _____
 ISBN number (journal, magazine): _____
 ISBN number (music): _____

6a. Please tick WHAT you've copied from this source:
 Note: TICK ONE BOX ONLY UNLESS YOU ARE COPYING FROM MORE THAN ONE SOURCE (eg. to create a reproducible with multiple materials such as a lesson plan, or a magazine article etc.) Tick all that apply. Follow the instructions for each material type FULLY (specify a copy of the whole document in the form)

CHAPTER(s) or part SHORT STORY VISUAL ARTS OTHER
 ARTICLE(s) or part PLAY INTERNET PAGE(s)
 POEM PRINT MUSIC ACTIVITY / RESOURCE PAGE(s)

6b. Please provide the following information for each item listed in 6a:
 Creator(s): _____
 Title: _____
 You need to attach enough information to identify the creator(s) in the work(s) you have copied

SECTION C: Further details

7. Does the material copied contain any Visual Arts?
 (This includes photographs, cartoons, drawings, posters, maps, brochures, maps and cartoons)
 Yes No

8. Is this for display?
 (For example works to be mounted on a wall or put on display in a folder)
 Yes No

9. What is the copy output format?
 Paper
 Overhead Transparency
 35mm Slide

10. Number of published pages copied: _____
 11. Number of copies each page: _____

Extra copies of these forms are available from your Copyright Survey Manager.

This is all you are required to do for the photocopy survey.