

SCHOOLS PHOTOCOPY SURVEY

PUBLISHED

MATERIAL

Record Folder

If you copy PUBLISHED MATERIAL
you must complete these forms.

Some typical examples of published materials include:

- Books/BLMs
- Journals
- Magazines
- Newspapers
- Print Music
- Internet/Web pages
- Visual Art (e.g. cartoons, diagrams, photos, pictures, paintings, graphs, tables, maps)

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UNPUBLISHED

MATERIAL Record Folder

If you copy UNPUBLISHED MATERIAL,
you must complete these forms.

Some typical examples of unpublished materials include:

- Memos/Letters/Student records
- Teacher's own original notes
- Materials from your schools' State peak body (eg. Department of Education, AIS, CEC/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)

Schools Photocopy Survey

What if I don't have the
publication details
required on the form?

Just make an extra copy of what you
have copied and attach it to the form.

*Researchers receiving your data can often
identify the copyright owners from this copy.*

Thank You

SCHOOLS PHOTOCOPY SURVEY

IF YOU
USE THIS
MACHINE
YOU MUST FILL
IN THE
APPROPRIATE
RECORD FORM

See either the
Published Material Folder
or the
Unpublished Material Folder

Schools Photocopy Survey

WE

NEED

YOU

to fill in the appropriate
Record Form

Under legislation and agreements with CAL and AMCOS, Government, Catholic and Independent Schools are able to copy published materials (text, visual arts and music) without having to obtain permission in each instance.

Only selected schools need maintain records for one term during any one year.

Your school has been selected to participate during this term.

Please complete the appropriate Record Form clearly and accurately. Your assistance ensures that the rights of Australian and International copyright holders are respected and that they receive fair payment for the copying of their works.

Thank You