

**TAFE INSTITUTE
MONITORING SYSTEM
2008**

**DIGITAL SERVICE AREA STAFF
TRAINING PACK**

amrinteractive 

TAFE INSTITUTE MONITORING SYSTEM GUIDELINES FOR DIGITAL SERVICE STAFF

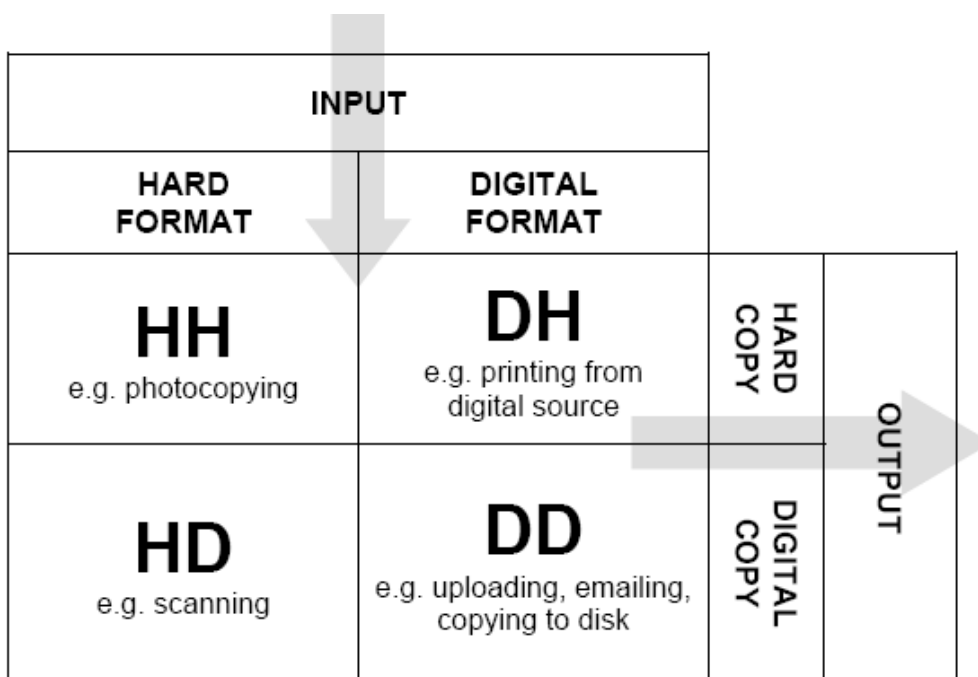
What is included in the monitoring system?

The monitoring system is a method for collecting data regarding the published material copied or communicated by TAFE staff.

Within this institute a number of campuses have been selected to participate. The monitoring system thus applies to all staff at the selected campuses of the TAFE, but also more specifically applies to:

- All persons using photocopiers in the selected areas,
- Certain staff who undertake electronic copying and communication.

The system covers all of the following forms of copying/communication:



Records are provided whenever any of the above activities are performed by the TAFE.

What is involved?

All staff at the selected campuses will keep records of all photocopying printing and scanning of published material during the monitoring period (i.e. HH, HD and DH from the illustration above).

Your area has been identified as a 'digital service area' (an area undertaking electronic copying and communication of published work as a service to the TAFE institute). During the monitoring period you will be required to provide records whenever copying or communicating published works in *electronic* format (i.e. DD from the illustration above) in addition to keeping record of works copied in hardcopy format.

Electronic activities covered in the monitoring system include:

1. Scanning published material
2. Printing published material (e.g. from the Internet, CD-ROM, network etc)
3. Downloading published material
4. Copying or burning published material to a disk or CD (not including backup copies)
5. Emailing published material to students or staff
6. Uploading published material to an Internet, Intranet or network site

How do I provide the records?

For digital service areas there are two options for providing records:

1. Electronic Use Form (EU Form)

This is a hardcopy form to be completed each time a published work is copied and/or communicated during the monitoring period.

Once the form is completed it should be placed at the back of the EUF Folder. An AMRInteractive Field Officer will then check and collect completed forms at regular intervals throughout the monitoring period.

If copying or communication is *infrequent*, we suggest this form, as it is simpler than managing a multi-use spreadsheet.

2. Electronic Use Spreadsheet

This is an Excel spreadsheet that captures the same information regarding published works that are copied and/or communicated. For each instance of copying or communication a separate row is completed by staff.

Progress files are submitted to AMRInteractive during the monitoring period to ensure that records are being completed correctly.


If copying or communications is *frequent*, then we suggest using the spreadsheet, as this will save you from keeping track of a large number of forms.

YOUR PREFERRED METHOD OF DATA COLLECTION SHOULD BE INDICATED TO THE COPYRIGHT MONITORING MANAGER AT THE END OF THIS TRAINING SEMINAR.

TAFE INSTITUTE MONITORING SYSTEM GUIDELINES FOR COMPLETING THE ELECTRONIC USE FORM (EUF)

The EUF is used to capture details of published works that you have:

1. **Copied** (by scanning, downloading, printing, or copying to a CD or disk); and/or
2. **Communicated** (by uploading or emailing works to students or staff)



TAFE INSTITUTE MONITORING SYSTEM 2008
ELECTRONIC USE FORM
For the copying and communication of published works in digital format

Use this form if you are:
 - Copying published works: e.g. Scanning a book or journal,
 downloading or printing from the internet, copying works to a CD/ disk;
 - Communicating published works: e.g. uploading to the internet,
 intranet or a network so that others can use the work, sending works
 by e-mail.

When completed, either:
 - Send it with your order to Central Print; or
 - Give it directly to your Copyright Monitoring Co-ordinator (CMC); or
 - Place this form in the folder at a monitored copier, scanner or printer.

PLEASE ANSWER EVERY QUESTION

| | |
|---|---|
| <p>1. TAFE Institute: <input style="width: 100%;" type="text"/></p> <p>2. College/Campus ID: <input style="width: 100%;" type="text"/> (assigned by AMR Interactive)</p> <p>3. Your name: <input style="width: 100%;" type="text"/></p> <p>4. Date: <input style="width: 100%;" type="text"/></p> <p>5. How is your published material most easily counted? <input type="checkbox"/> Pages <input type="checkbox"/> Graphics <input type="checkbox"/> Words (free text)</p> <p>6. How many pages/graphics/words have you copied or communicated? <input style="width: 100%;" type="text"/></p> <p>7. What have you done with all the published material? (tick and complete all that apply) <input type="checkbox"/> UPLOADED it to an Internet, Intranet or network site so that it can be used by students or staff. Target audience size* <input style="width: 100%;" type="text"/> <input type="checkbox"/> EMAILED it to students or staff Number of recipients <input style="width: 100%;" type="text"/> <input type="checkbox"/> PRINTED OR DOWNLOADED it from a digital source (e.g. From the Internet, CD-ROM, network, hard drive etc). Number printed/downloaded <input style="width: 100%;" type="text"/> <input type="checkbox"/> COPIED or burned it to a disk or CD (this does not include making back-up copies). Number of copies made <input style="width: 100%;" type="text"/> <input type="checkbox"/> SCANNED it from a hardcopy to create a digital file.</p> <p><small>* Target audience size: this is the total number of staff and/or students for whom the work has been provided. E.g. if you have uploaded the work for use by first year Automotive students then the target audience is the total number of first year Automotive students.</small></p> | <p>8. Is the material to form part of a collection of resources equivalent to a hardcopy course pack or part of a similar collection to be issued as a set to students or staff? (NB these packs do not include collections of media clippings made for staff)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Does the material contain artworks or drawings? (e.g. photographs, cartoons, graphs, illustrations, maps etc)</p> <p><input type="checkbox"/> Yes → YOU MUST PROVIDE A COPY - SEE Q.10 BELOW <input type="checkbox"/> No</p> <p>10. You need to provide enough information to identify the copyright owner in the material you have copied or communicated:</p> <p>EITHER:</p> <ol style="list-style-type: none"> 1) Provide a hardcopy of the material along with any identifying information, e.g. ISBN, ISSN barcodes, CD ROM cover, internet address etc, AND staple the copy to this form. OR 2) Provide an electronic copy of the material along with any identifying information on a clearly marked disk or CD AND place the disk or CD in an envelope with this form. OR 3) Provide full details below. (NOTE: if you answered 'Yes' to Q.9 you must provide a copy as described in options 1 or 2 above). <p>Title of publication: <input style="width: 100%;" type="text"/></p> <p>Title of work: <input style="width: 100%;" type="text"/> (e.g. chapter/article)</p> <p>Author name: <input style="width: 100%;" type="text"/></p> <p>Publisher name: <input style="width: 100%;" type="text"/></p> <p>Date of publication: <input style="width: 100%;" type="text"/></p> <p>Page numbers copied: <input style="width: 100%;" type="text"/></p> <p>ISBN/ISSN or URL: <input style="width: 100%;" type="text"/></p> |
|---|---|

Questions 1-4

Questions 1-4 gather some simple details which identify where the record is coming from. It is important that these details are completed on each record form. Note that the college/campus ID is a number assigned by AMRInteractive, not the internal TAFE number. Your name is requested for verification purposes only, in the event that there is a query and more information is required.

Questions 5 & 6

As the format of electronic copies of published material may vary, the units used to quantify the amount of published material being copied or communicated may also differ. For example, it may not always be sensible to talk about the number of 'pages' of an electronic copy. Therefore at Question 5, indicate the simplest/easiest to use unit of measurement to indicate quantity. This may be pages, the number of graphics, or in the cases of free text, the number of words.

At Question 6, then indicate the quantity copied or communicated. If your count is in free text, obtain a quick word count by copying and pasting the text into Microsoft Word (or similar software) and selecting the word count option under the Tools menu.

Question 7

Question 7 is used to indicate what type of copy or communication you have performed. If you have done more than one type of activity with the same material you may not need to complete separate forms. For example, if you have downloaded a journal article onto your c: drive and then emailed it to some staff, you can simply tick both boxes at Question 7 on the one form, indicating both the number of copies downloaded and the number of recipients emailed.

However, you may need to complete more than one form if you are performing multiple activities with works of different lengths. That is, if the amount of pages/graphics/words indicated at Question 6 does not reflect every activity recorded at Question 7.

Question 8

Indicate whether or not the material copied or communicated is to form part of a collection of readings (equivalent to a hardcopy course pack) to be issues to students or staff. This should be answered in terms of your intention at the time of making the copy or communication.

Question 9

As creators of artworks or drawings may differ from the copyright owners of the rest of the work, it is important that these owners are also identified. The easiest way of doing this is to provide a full copy of the material you have copied or communicated and attach it to the form.

Question 10

Question 10 is used to gather all the bibliographic details required to identify the copyright owner so that payment can be made. To do this you must:

1. Provide the identifying information for the work such as ISBN/ISSN barcodes, internet addresses; and
2. A full copy of the material if you have indicated 'yes' at Question 9; or if you do not have identifying information such a ISBN/ISSN barcodes.

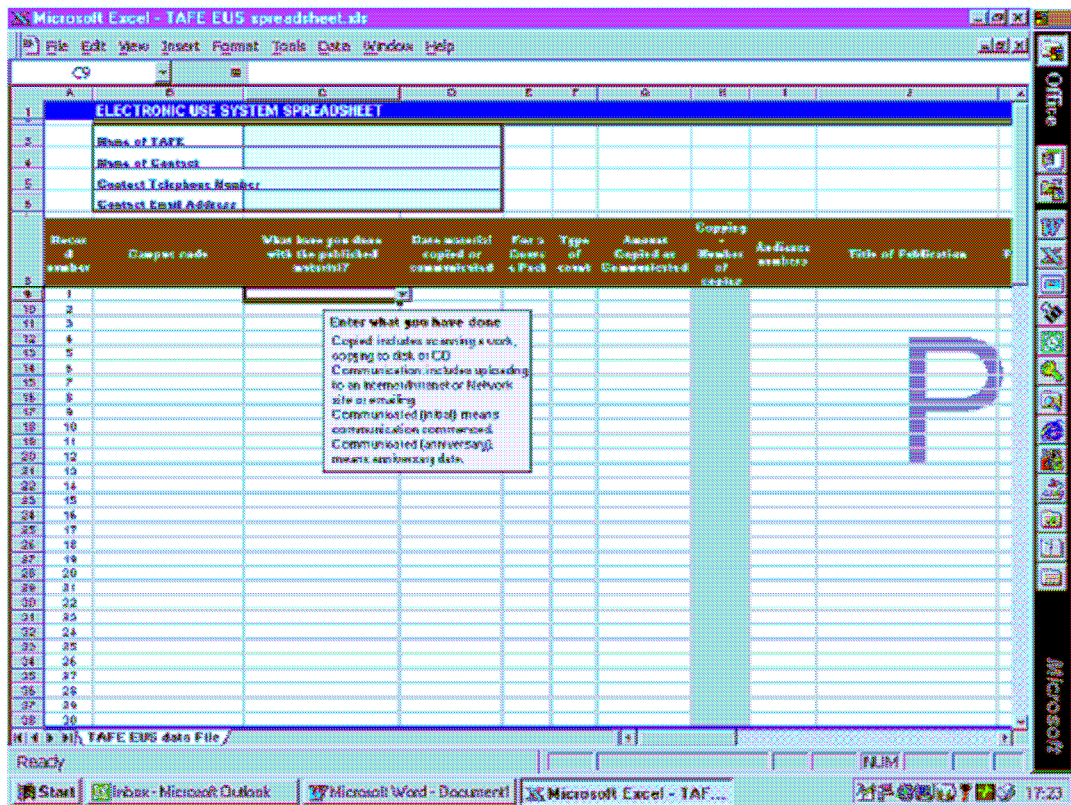
A full copy of what you have copied can be provided either in hardcopy or electronic format. If you are providing the material on disk, please place the disk in a sealed envelope and attach the envelope to the form.

TAFE INSTITUTE MONITORING SYSTEM GUIDELINES FOR COMPLETING THE ELECTRONIC USE SPREADSHEET (EUS)

The EUS is an electronic system to capture details of published works that you have:

1. **Copied** (by scanning, downloading, printing, or copying to a CD or disk); and/or
2. **Communicated** (by uploading or emailing works to students or staff)

For each instance of copying or communication of published material, a row within the EUS is required to be completed. Instructions for each column are given within the spreadsheet, and below for your reference.



Column 1 – Record Number: Provided already in the worksheet.

Column 2 – Campus Code: Enter the 3-digit code as assigned by AMRInteractive.

Column 3- What have you done with the published material? Select from the drop down box provided: Copied (including scanning a work, copying to disk or CD); or Communication (includes uploading to an Internet/Intranet or network site, or emailing).

Column 4- Date copied or communicated: Enter the date during the monitoring period that this material was copied or communicated.

Column 5- For a course pack? Select either 'yes' or 'no' from the drop down box provided to indicate whether or not the material copied or communicated is to form a collection of material akin to a hardcopy course pack.

Column 6- Type of count: Select from the drop down box either 'P' for page if the source material is hard copy format or the electronic copy is paginated; 'G' for graphics if the image source is electronic

and the copy is not paginated; or 'W' for words (free text) if the source is electronic and the format is not paginated.

Column 7- Amount copied or communicated: Depending upon your response to Question 6, indicate the number of pages/graphics/words that you have copied or communicated.

Column 8- Copying- Number of copies: Enter the number of copies made. If this column is coloured grey then it should be left blank because you are communicating the published work (i.e. this column should be completed when printing/downloading, copying to a disk or CD, or scanning).

Column 9- Audience numbers: Indicate the 'target' audience size or number of recipients that received the published material. This is the total number of staff and/or students for whom the work has been provided. For example, if you have uploaded the work for use by first year Automotive students, then the target audience is the total number of first year Automotive students. If this column is coloured grey then it should be left blank because you are copying the published work (i.e. this column should be completed when uploading or emailing).

Column 10- Title of Publication: Enter the name of the publication (e.g. name of the book, name of the journal etc).

Column 11- Date of Publication: Enter the date of publication (e.g. Month and Year/Volume number for journals; full date for websites; year of publication for books etc).

Column 12- Title of Work: Enter the title of the individual work. For example, the chapter of a book, article of a newspaper or journal.

Column 13- Author Name(s): Enter the names of all author/ creators, including those of the individual work if different.

Column 14- Publisher Name: Enter the name of the publisher of the publication.

Column 15- ISBN/ISSN etc: Enter the 10 digit International Standard Book Number (ISBN) or the 8 digit International Standard Serial Number (ISSN).

Column 16- Incidental Artistic Work: Select from the drop down box either 'yes' the material contains artistic works in addition to the text; or 'no' if the material does not contain artistic work. If you have selected 'yes' then you must provide a copy of the material you copied or communicated either in hardcopy or electronic format. If you are providing an electronic copy, please provide the Filename in Column 17.

Column 17- File name: Enter the file name if you have selected 'Yes' in column 16, and are providing the copy of the file electronically.

Column 18- Comment: For any additional information or relevant comment about the data provided.

TAFE INSTITUTE MONITORING SYSTEM GUIDELINES FOR SUBMITTING PROGRESS FILES

Verification process for EUS

To ensure that the spreadsheet is being completed as intended, the institute must submit a Progress File to AMRInteractive for verification.

The steps involved are as follows:

1. Each digital service area should send the Copyright Monitoring Manager a copy of their completed spreadsheet at the end of the second week of the monitoring period.
2. The Copyright Monitoring Manager will then compile all the spreadsheets into the one file and send to AMRInteractive as soon as possible but by the end of the fourth week.
3. AMRInteractive will conduct a number of checks upon the file. If any errors are detected, the file will be returned to the TAFE for correction. Where errors are small, the TAFE will only need to correct these mistakes and ensure that future records are correct. Where there are numerous or systematic errors, the TAFE will be required to re-submit the progress file each fortnight until satisfactory.
4. By the end of week 5, AMRInteractive will notify the institute if the file has been accepted, and hence whether any further progress files are required.
5. The final data file should be sent to AMRInteractive within 14 days following the last day of monitoring.

If several files are rejected the Digital Service Area(s) may be required to re-start the monitoring

Suggested Checks

To minimise the chance of re-submitting, it is suggested that the TAFE perform certain checks of that file before sending to AMRInteractive. Errors may include:

- ***Incomplete fields/columns:*** Check that all relevant columns are completed.
- ***Incorrect values for a cell:*** Check that the figures provided in the spreadsheet make sense. One error that may occur when copying and pasting rows relates to dates. Please note that where rows might be copied down, Excel will automatically change the values from the original number.
- ***Dates outside the monitoring period:*** Check that all dates included fall within the season you are being monitored.
- ***Missing numbers for ISSNs:*** Formatting of the cell may mean the initial zeros of an ISSN may not be showing. To avoid this, place a ' in the cell before the first zero.