

## Recording of lectures and other teaching

### Your rights as Lecturer:

You own the copyright for material you produce for a lecture and (subject to the University's rights under Section 5 of the Intellectual Property Rights policy in respect of material produced during your employment with the University) you have the right to restrict the recording and distribution of that material.

If you are willing to allow students to record your lectures personally you may do so, but they must be advised that such recordings may be used for research or private study only. You should note that the University may not be able to control subsequent distribution.

If the University wishes to record and distribute your lectures it will first obtain your consent using this form.

### The University:

- 1) Will obtain explicit consent from you when your lectures are to be recorded for distribution.
- 2) Has a perpetual licence to reproduce your copyright material for use within the University. (Section 5 of the University's Intellectual Property Rights policy.)
- 3) Undertakes to provide copyright warning and limitation of use notices for any material it records and distributes.
- 4) Is responsible for ensuring that copyright permissions relating to embedded material, eg video, audio recording, pictures, is obtained, where recordings will be distributed to persons **other than staff and/or enrolled students**.
- 5) Advises lecturers on the issues relating to subsequent distribution and use of recordings (see copyright information following).

### Your responsibilities:

- 1) To use the copyright material of others only in accordance with the University's copyright licensing agreements and NZ copyright legislation.

- 2) To obtain permission for use of material not covered by the University's copyright licences or exceptions under legislation.
- 3) To complete an *Authorisation for recording and distribution of lectures* for any lectures which you agree to be recorded and distributed.
- 4) If allowing personal recording of your lectures, to advise students of the limitation of the use of recorded material (appropriate wording over).

### EMBEDDED COPYRIGHT GUIDELINES

Any material you include in a lecture that you did not produce – images, sound and video recordings, literary texts and so on – belongs to someone else. We have legal and ethical obligations to use such material appropriately and, as educators, we have a responsibility to demonstrate good copyright practice to our students.

### Some General Guidelines

#### *What copyright rules apply to my lecture?*

You can perform, play or show a work in the course of your work for the University, as long as the audience is made up of students and/or staff. This means you can use most material commonly used: play an original audio or video recording, click on a link to display web content; display an image, graph, table etc.; and so on.

A lecture which is open to the public, such as an Inaugural Professorial Lecture, is a 'public performance' and therefore you cannot use copyrighted material without permission.

#### *What is the situation with copyright when a copy of the lecture is distributed to students?*

When a copy of your lecture is made available to students e.g. via Blackboard, your lecture becomes a 'course material' and the same rules apply as to a course book or handouts because multiple copies of material can be made. See over for a general outline of what you can use if you want to make a copy of your lecture available to students.

## Authorisation for recording and distribution of lectures

I hereby agree to the audio and/or video recording (by University of Otago staff and/or systems) of the following lecture(s) which I deliver for the University:

\_\_\_\_\_

\_\_\_\_\_

*(For lectures in prescribed papers please provide the paper Code and Title; otherwise identify the lecture(s) by description and date).*

I also agree to the distribution of those recordings by any technology to (a) all students validly enrolled in the relevant paper solely for their own educational purposes, or (b) to such persons as the University considers appropriate, including web and/or other public distribution.  
*(Delete as appropriate. If none deleted, (b) will apply)*

In respect of distribution to persons identified in (a) above, any material or resources in which I do not hold copyright and which are displayed or otherwise used during the lecture are covered by the terms of the University of Otago's copyright licences, or permission for such use has been separately obtained from the copyright holder.

Lecturer: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**When completed, submit to the ITS Helpdesk.**

### Please go to

- 1) [www.otago.ac.nz/copyright](http://www.otago.ac.nz/copyright) for full copyright information.

Advice may be sought from the University Copyright Officer (Mr Richard White) email [copyright@otago.ac.nz](mailto:copyright@otago.ac.nz).

Appropriate wording of advice to students permitted to record lectures:

*'The content and delivery of lectures in this paper is copyright. You may record the lectures for the purposes of your private study or research, but may not further distribute the recordings for any purpose, whether with or without charge.'*

- 2) <http://oupolicy.otago.ac.nz/policies/index.html> for further information on the University's Intellectual Property Rights Policy.

### Your rights and the rights of others are protected by copyright.

This brochure informs Lecturers about to have their material recorded of pertinent copyright issues and their rights and obligations surrounding this copyright, and states the University's licensing rights in relation to the material.

Please consider copyright matters carefully when preparing lectures for recording.

## GENERAL OUTLINE OF WHAT YOU CAN USE IN A RECORDED LECTURE AVAILABLE TO STUDENTS

Material	You may copy
* Books, journals and similar	Up to 10% or a chapter, whichever is greater, provided it was copied from a hard-copy source. (If the source is electronic, check the Terms of Use. If multiple copying is prohibited, seek permission.)
* Short works	Poems, short stories etc. up to 15 pages. (If the source is electronic, permission must be sought.)
* Diagrams, graphs, illustrations, artworks	A single item from a print-published work not listed as being copyright to another author/publisher. (A separately published work cannot be copied without permission.)
* pdf from on-line database or University library	Material taken from such sources in accord with the Terms and Conditions set out in each case.
* Web sites	If displayed under a separate frame/identifier, if the author is identified, the source is acknowledged and the date of storage and name of establishment is stated.
Broadcast web, radio and tv	Any recorded broadcast intended for a NZ audience. Multiple copies may be made. (Purchased audio/video recordings cannot be used without permission.)
* NZ Govt. material	Bills, Acts, regulations, bylaws, parliamentary debates, select committee/Royal Commission reports, inquiries and judgments of NZ courts and tribunals (Other NZ Govt. material is subject to copyright).
* Newspapers	Overseas newspapers. NZ newspapers before 1 Oct 2003. (Material published after that date cannot be used without permission.)

\* Small parts may be copied for educational purposes: 3% or 3 pages (whichever is greater) unless that constitutes the whole work, in which case the limit is 50%.



## RECORDING OF LECTURES AND OTHER TEACHING

### Guidelines for Lecturers

This brochure contains copyright guidelines and advice for Lecturers in relation to the recording of their lectures and other teaching. The expression "Lecture" in this brochure includes all lectures, tutorials, laboratories, seminars and other teaching situations, and "Lecturer" includes any staff member teaching in, or facilitating, such situations.

