

Copyright survey, semester 2 2013: the process

There are three forms involved.

STEP 1 - Checklist Form

HoD/PL role:

1. **ensure people know about this**
2. **distribute forms. Ask Derek if you have any questions.**

Every department (or equivalent) needs to complete a separate checklist for each Tutor, for each semester.

Only record courses being taught in 2013. Refer to the one page [Copyright Guide](#) which lists what you can copy.



STEP 2 - Cover Sheet Form

For courses that contain copyright material (as listed on the checklist from Step 1) attach a completed cover sheet to **either**:

a) a copy of the course material (referenced correctly)

or b) a list of required readings

or c) a completed reference list

All material copied from a hard source needs to be listed, including material printed out during the year.



STEP 3 - HOD Form

The HOD for each faculty needs to check that the information being provided is accurate and sign the HOD form.

Either:

1. Compile all the checklists, cover sheets, course packs/required readings/reference lists and attach the HOD form to the top of the pile.
2. Or do the equivalent electronically . . .

Please give to Sabrina (if you are on the coast) or other arrangements as appropriate.