

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3027</b>
<b>Department:</b>	<b>Library and Information</b>		
<b>Title:</b>	<b>Library Copyright</b>		

## 1. PURPOSE AND SCOPE

Under the Copyright Act 1968, Libraries are permitted to make reproductions of copyright material for library users for the purposes of research and study and for other libraries for certain purposes. The Copyright Amendment (Digital Agenda) Bill 2000 extends the existing exceptions for library copying to the electronic reproduction and communication of copyright material.

This policy details how the Library complies with copyright laws in providing services to Fellows, Trainees, IMGs, Staff and other Libraries.

## 2. KEYWORDS

Copyright

## 3. BODY OF POLICY

### 3.1. Background

Materials will only be supplied by the Library in compliance with copyright law and/or the licence terms and conditions applicable to the material:

- 3.1.1. Appropriate copyright signs are to be displayed
- 3.1.2. Requests for copies of articles must be submitted on approved forms and signed by the person requesting
- 3.1.3. All articles supplied by the Library are to be marked and dated in accordance with copyright requirements
- 3.1.4. When supplying copies, downloaded or scanned, to other libraries it is the requesting library's responsibility to ensure the request complies with copyright law
- 3.1.5. The Library can provide an electronic copy to another library only if the terms of the publisher licence allow this.
- 3.1.6. Copyright notice to be included on scanned and downloaded articles for other libraries (usually within header of first page only):
  - a. "Single copy made for private research or study by RACS Library for [National Union Catalogue (NUC) Code] on [date]"
  - b. Dates must be written out to avoid any confusion e.g. 5 October 2016
- 3.1.7. Copyright notice to be included on scanned and downloaded articles for Fellows, Trainees, IMGs and Staff (usually within header of first page only):
  - a. "Single copy made for private research or study by RACS Library on [date]"
  - b. Dates must be written out, to avoid any confusion e.g. 5 October 2016
- 3.1.8. When delivering items, the Copyright notice below must be included either in the body of the email or as part of the article during the scanning process. The wording that must be included is as follows:

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## COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

## WARNING

This material has been provided to you pursuant to section 49 of the Copyright Act 1968 (the Act) for the purposes of research or study. The contents of the material may be subject to copyright protection under the Act.

Further dealings by you with this material may be a copyright infringement. To determine whether such a communication would be an infringement, it is necessary to have regard to the criteria set out in Part 3, Division 3 of the Act.

- 3.1.9. Electronic forms are kept in the [college.library@surgeons.org](mailto:college.library@surgeons.org) archive, to allow quick searches to be conducted e.g. to find out how often a journal title has been requested
- 3.1.10. Copyright declaration forms are to be filed in date order and kept for four years, as required by the Copyright Act, 1968.

**4. ASSOCIATED DOCUMENTS**

Copyright Act 1968

Copyright Amendment (Digital Agenda) Bill 2000

**Approver** Directors Meeting  
**Authoriser** Council