SMU LIBRARIES COPYRIGHT GUIDE

Copyright Guide for Teaching

I Overview

A range of copyright materials may be supplied to students for educational purposes. It is essential that material supplied complies with the Singapore Copyright Act, CLASS and MPLC Licenses and SMU’s other commercial licenses for content. The following is a summary of copyright regulations and guidelines applicable to educational institutions, for the purpose of teaching and instruction.

II What is permissible when providing learning materials in hardcopy

a. From a hardcopy source
   - One chapter or 10% of the pages of a book, whichever is the greater.
   - One article from an issue of a journal, or two or more where they are on the same topic
   - Photographs (which are incidentally on a copied page of text) so long as they are not separately commercially available.
   - Unpublished works – explicit permission must be sought from the copyright owner. Where permission cannot be obtained, use of Open Educational Resources is recommended, though the licenses attached to the works should be noted for compliance.
   - If publication / publisher is not covered under the CLASS license which SMU has acquired, up to 5% of the book may be copied.
   - Records have to be kept of copying activities if more than 5% is copied.

b. From an online source
   - Licensed e-journals and databases subscribed to by the Library may not always permit distribution of print outs. Please check the terms and conditions of the database, or consult the library.
   - Material openly available on the web from non-licensed sources can be used according to fair dealing provisions:
     - No more than 10% of pages of a website
     - Images where they are not separately commercially available in electronic form.
     - Separately published copyright works made available through a website - e.g. reports are treated as individual works and subject to the chapter or 10% rule

II Providing learning materials online

a. From a hardcopy source
   - One chapter or 10% of the pages of a book, whichever is the greater.
   - One article from an issue of a journal, or two or more where they are on the same
   - Photographs (which are incidentally on a copied page of text) so long as they are
   - separately commercially available.
   - Total no. of copies supplied is limited to a class of students in an individual subject
b. From An Online Source

- Licensed online journals and databases in most cases do not permit content to be copied and made separately available online. Please use a hyperlink to the library’s catalogue or publisher’s repository instead.
- Material available from non-licensed sources on the web should be linked where possible, if the terms and conditions of the site permit. However, avoid creating links to websites which may carry content that infringes copyright.

III Showing or playing audiovisual works in class

Commercially purchased audiovisual material – e.g. films and music may be played in classroom settings – please check that the studios/production companies are represented in the Motion Pictures Licensing Corporation’s umbrella license paid for by SMU. Please see “Annex 1” below for a list of the production companies represented in this license. Some production houses/distributors require a special Educational Licence to be purchased for classroom use. Do check with the distributors or the library, if this is the case.

IV Library Services

Here are the various services that the Library provides to facilitate online distribution of course readings:

a. Insertion of hyperlinks to journal articles within the Library’s collection.

b. Upload of Scanned Readings to eLearn

Uploading of scanned copies of readings (within the copyright limit) to eLearn, as long as the book publisher is represented by Copyright Licensing and Administration Society of Singapore (see CLASS publisher list). The Library assists with the verification, scanning and uploading of these readings onto eLearn.

V Record keeping

Faculty who choose to distribute the readings independently are required to submit the copyright forms online for any CLASS reading distributed and to ensure that permission is obtained from the copyright owners for non-CLASS readings (refer to the Guide for details).
The legal contract which SMU signed with CLASS requires the details of all photocopied materials to be recorded. The Library seeks the understanding and co-operation of Faculty in following the established guidelines.

VI Copying for Personal Research / Study

Fair Dealing

Copying the whole or a part of a copyright work is permissible as long as it is a “fair dealing”, which will be determined after taking several factors into account.

Where the copying is for the specific purposes of research or study, it shall be taken to be a fair dealing as long as the copying limits are observed. For a published work of at least 10 pages, the copying limits are up to 10% of the number of pages or 1 chapter, whichever is the greater.
Fair dealings for the purposes of criticism, review or reporting current events in a newspaper, magazine or similar periodical - would not constitute copyright infringement, but a sufficient acknowledgment of the work is required.

### Fair Dealing vs Multiple Copying: Licensing and Record Keeping Requirements

<table>
<thead>
<tr>
<th>What am I copying for?</th>
<th></th>
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<tbody>
<tr>
<td><strong>For teaching (Multiple Copying)</strong></td>
<td><strong>For Personal Research and Study</strong></td>
</tr>
<tr>
<td>Eg. Course packs, handouts in class</td>
<td>(Within Fair Dealing exceptions)</td>
</tr>
<tr>
<td><strong>Payment:</strong></td>
<td><strong>Payment:</strong></td>
</tr>
<tr>
<td>License fees must be paid regardless of whether the reading material is copied within copying limits</td>
<td>No fees applicable provided that:</td>
</tr>
<tr>
<td>- There is only one copy made</td>
<td>- The copy is made for personal use</td>
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<tr>
<td>- The copying was done within the limits set (10%)</td>
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<tr>
<td><strong>Copyright Forms</strong></td>
<td><strong>Copyright Forms</strong></td>
</tr>
<tr>
<td>Request forms and acknowledgement of copyright compliance are required to be completed.</td>
<td>Submission of the Copyright form is not required</td>
</tr>
<tr>
<td><strong>Permission</strong></td>
<td><strong>Permission</strong></td>
</tr>
<tr>
<td>must be obtained from publishers or copyright owners when copying more than the permissible limits. Very often, licenses or permits allowing for this will incur additional costs.</td>
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<tr>
<td>Required</td>
<td>Not required</td>
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For more information, please consult the [SMU Libraries Copyright Guide](#) or [email](#) the Library with your enquiries.
Annex 1
Home Videocassettes & DVDs of the following Producers and Distributors are available for use by MPLC-Licensees

04/25/2013
3D Entertainment
9 Story Enterprises
A&E Channel Home Video
ACI
AV Pictures
Actaeon Films
Ager Film
Alameda Films
Alchemy TV Group
All3media International
Allegro Pictures
Alley Cat Films
Alliance Atlantis Releasing
American Portrait Films
Anglia Television
Angst Productions
Animal Planet Video
Arte France
Artemis Films
Associated Television
Australian Children’s Television
Foundation
BBC Worldwide
BJ Films
Baby Cow Productions
Bankside Films
Bard Entertainment
Bardel Distribution
Bend it Like Beckham Productions
Bentley Productions
Best Film and Video
Best Picture Show
Better Than PTY
Big Idea Entertainment
Big Island Pictures
Billy Graham Evangelistic Association / World Wide Pictures
Bio Channel
Blakeway Productions
Blink Films
Border Television
Boreales Films
Breakthrough Entertainment
Bridgestone Multimedia Group/Alpha
Omega Publishing
British and Foreign Bible Society
Brook Lapping Productions
Brown Eyed Boy Productions
Burbank Animations Studios
C4i (DRG)
CCI Releasing
CDR Communications
Cable Ready
Cactus TV
Cafe Productions
Cake Entertainment
Calon Ltd
Cambium Catalyst International (CCI)
Candlelight Media
Cannon Pictures
Captive 8 Entertainment
Carey Films Ltd
Cartoon One
Castle Hill Productions
Celador Productions
Celluloid Dreams
Celsius Film Sales
Central Independent Television
Central Park Media Channel 4
Learning Chatsworth
Enterprises Children's Film
And Television Foundation
Chorion Plc
Christian Television Association
Cineflix International Media
Cinematheque Collection
Cinetel
Cinnamon Entertainment
Classic Media/Golden Books
Entertainment
Colin Buchanan
Collingwood O'Hare Entertainment
Company Pictures
Contender Entertainment
Content Film International
Cookie Jar Entertainment
Coxproduction Office
Cosgrove Hall Films
Crackerjack Productions
Crescent Entertainment
Crime & Investigation Channel
Cross Wind Productions
Crown Entertainment
Cube International
D Cristiano Films
D'Ocon
DC Comics
DDE
DIC Entertainment
Dan Films
Darlow Smithson
David Hannay Productions
December Films
Decode Entertainment
Delphis Films
Devilier Donegan
Discovery Channel Video
Diverse Productions
Divested
Dolphin Entertainment
Dream, LLC
Dreamworks Animation SKG
Dreamworks Pictures
E1 Entertainment and Television
EO International
ERF Christian Radio & Television
Eagle Rock Entertainment
Ealing Studios International
Eastwest Film Distribution
Echo Bridge Entertainment
Editions Equipespec
Electric Pictures
Electric Sky Production
Element Films
Els Quatre Gats
Entara Entertainment
Entertainment One
Entertainment Rights Distribution
Eric Velu Productions
Eros International
Euro London Films
Evergreen Entertainment
Eyeworks Distribution
Family Entertainment Library
Field Associates
Filmoption International
Films Around the World
Films De L'Orient
Films Transit International
Films of Record Ltd
Fine Line Features
Fireworks Acquisition
First Hand Films
Focus Features
Focus Productions
Foothill Entertainment
Fortissimo Films
Fox - Walden
Fox 2000 Films
Fox Look
Fox Searchlight Pictures
France Televisions Distribution
Fremantle Media Enterprises
Gallowgate Rights
Gateway Films/Vision Video
Gibson Group
Goalpost Film
Gordon Films
Gospel Films
Grace Products/Evangelical Films
Granada Media Grasshopper
Productions Great Western
Entertainment Green
Communication Library Green
Point Films
Greenpoint Productions
Greenstone Pictures
Grizzly Adams Productions
Gruber Films
Grundy Television
Guinness World Records
HIT Entertainment
Hamdon Entertainment
Hanna-Barbera
Harlech Television (Htv)
Hartwood Films
Harvest Productions
Harvey Entertainment Hat
Trick Productions Hatchling
Productions Hearst
Entertainment Heather
Pedley Productions High
Point Films
Highstakes Productions
Hilary Linstead Enterprises
History Channel
Home Run Asia
Hotbed Media
ID Distribution
IFM World Releasing
ITC Entertainment
ITEL
ITV Global Entertainment
Illumination Films Image
Entertainment Impossible Pictures Independent Film
Company Initial Entertainment Group
Inspired Studios
Inspired Wellness Video
Instinct Entertainment
Integrity Music Europe
InterComm, Inc.
International Christian Communications (ICC)
International Film Forum
International Films
Intertropic Films
JNP Films
Jan Chapman Films
Java Films
Jeremiah Films
Jim Henson Productions
Jim McElroy Holdings John McLean Media
Kaleidoscope Entertainment
Kalon Media, Inc.
Kestrel Film and Video
Kiddinx
Kingsway Communications
Knight Enterprises
Korda Film Library
Kushner- Locke Company
Lakeshore Entertainment
Lantern Film and Video
Last Wave Productions
Lazytown Entertainment
Leopard Films International
Lifesize Entertainment
Lifetime Channel
Lime Pictures
Linn Productions
Lion Television
Lohse Movie
London Film Productions
London Weekend Television
Looks Film & TV
Lorimar Telepictures
Lucky Day Productions
Ludorum Enterprises
Luna Pictures
MGM Pre 1986 Titles
MTV Films
MVM Entertainment Ltd
Mahoney Media Group, Inc.
Malofilm Distribution
Maralee Dawn Ministries
Martin Gates Productions
Maverick Television
Maximum Films International
Maze Film
McDougal Films
McGraw-Hill
Media 8 Entertainment
Media World Pictures
Mediaserf Germany
Medstar
Mentorn International
Merchant Ivory Productions
Mercury Media
Meridian Television
Mersey Television
Messenger Films
Metro-Goldwyn-Mayer (MGM) Studios
Metrodome Distribution Ltd
Military Channel Video
Military History Channel
Millennium Films
Millimages
Mind’s Eye Holdings
Minotaur International
Miramax Films
Moonscoop Entertainment
Mosaic Films
Moviehouse Entertainment
NBC/Universal Television
NGC Network International
Natural History New Zealand
New Line Cinema
Nickelodeon Movies
North Hall Productions
North One Television
Novel Entertainment
Oasis Pictures
Objective Productions
October Films
Olga TV
One Three
Open Door International
Open University Worldwide
Optomen Television
Oregon Public Broadcasting
Orion Pictures
Outright Distribution
Oxford Film and TV
Oxford Scientific Films
P.G. Production Services
PBS
PM Library
Palm Beach Pictures
Parade Video
Paramount Classics
Paramount Insurge
Paramount Pictures
Paramount Vantage
Parthenon Entertainment Group
Partridge Films
Passion Distribution
Paul Scott Films
Peace Arch Entertainment Group
Pearson Television
Peter Pan Video
Piccadilly Films
Picnic Productions
Picture Palace Films
Picturehouse
Pilot Film and Television
Pioneer Productions
Planet Nemo Animation
Polygram Filmed Entertainment
Portfolio Entertainment
Portman Film and Television
Power Corp International
Powersports Millenium International
Praesens Film Praise
Home Video Princess
Productions
Productions Virage
Protagonist Pictures
Pyramide International
Quigley Village
RDF Media
RKO Pictures
Rank Films
Reel To Real
Republic Pictures
Revelation Films
Right Stuf Inc
Rise and Shine Productions
Rive Gauche Television
Robert Bruning Productions
Rohauer Library
Romulus Library
Rosenbaum Whitbread Film & Television
Rubber Duck Entertainment
Russ Doughten Films
SBE Entertainment Group
SCM Haenssler
SEPIA Lifestyle Oracle
SO Television
Sage Entertainment
Salt Company
Salt Pan Films Sardine
Productions Scholastic
Entertainment Scottish
Media Group Screen
Media Ventures Seven
Arts Pictures Seville
Pictures
Shaw Brothers
Shine
Showcase Entertainment
Side By Side Films
Signal Hill Pictures
Skreba Films
Sony Pictures Classics
South Australia Film Corporation
South Pacific Pictures
Spark Productions Ltd
Spectacor Films
Spellbound Entertainment
Spiegel TV
Splash Media TV
Spun Gold TV
St Benedict Press
Steadfast International
Steve Walsh Productions
Studio Lambert
Subotica Ltd
Sunset and Vine
Survival Wildlife
TLC Video
TV Ontario
TVA/Quigley’s Village
TVF International
Talent Television
Talkback Thames
Tapestry International
Target Entertainment
TeamTO
Teenergy Productions
Television Associates
Ten Alps
The Canning Factory
Three Seventeen Trust
Tiger Aspect Productions
Tigress Productions
Tommy Nelson
Top Shelf Productions
Tosi Westside Film & TV
Total Living Productions
Total Living Video Curriculum
Touch Productions
Trans World International
Tricon Film and TV
Turner Home Entertainment
Twenty First Century Fox Film Corp.
Twenty Twenty Television
Two Sides TV
Tyrene Productions
USA Films
United Artists Pictures
United International Pictures
Universal Pictures
VGI Entertainment
Velvet Octopus Film
Vida Entertainment
Vision Films
Vision Music
Visit Films
Voltage Pictures
WGBH Educational Foundation
Wall To Wall Television
Warner Bros Animation
Warner Bros.
Warner Independent Pictures
Warner Premiere
Waterfront Entertainment Group
Westchester Films
Westside Film & TV
Westwind Releasing
Wild Strawberries
Winchester Film and TV
Wisenquest
World International Network
Xenon Home Video
York Films of England
Yorkshire Television
Zarwot
Zeal Entertainment
Zed Films
Zia Film Distribution
Zig Zag Productions