

Student Reader Requirements

What is a reader?

A reader is a collection of copyright-compliant readings, usually supplementary (ie not essential for passing the course) but rather a selection of additional material a student might want to read in order to expand their knowledge and improve their understanding and performance in the area. Where readings are deemed essential they must be readily available in an alternate format free of charge*.

In order for a booklet to be produced and sold as a reader, it must:

- Contain only readings relevant to that course

- Be copyright compliant (for printing)

- Not contain material, readings or information required for completion of the course, unless those are readily available in an alternate format free of charge

- Not contain course teaching materials such as contact or location details, tutorial outlines, PowerPoint slides, study guides, course information, lecture notes or assessment schedules

If the contents of a booklet are expanded to contain teaching or administrative material, it is no longer considered a reader. It must still be copyright compliant and must be provided free of charge.

**Making a reading available online is assessed as making it readily available under the Act as long as students are not required to bring it in hard copy in class; however if it is not available online, then the number of hard copies of the reading or reader in the library must be sufficient for the numbers of students in the course to have ready access to it.*

What legislation must readers comply with?

The Commonwealth **Higher Education Support Act 2003** (HESA) contains requirements that apply to incidental fees and charges, including readers, but not to materials that are given away free of charge.

The Commonwealth **Copyright Act 1968** (Copyright Act) applies to anything that is communicated or reproduced, including materials that are given away free of charge, or supplied in any format.

Will copies be available in the library?

Under HESA, the University is required to make copies of readers available via the Library. The number of copies available in the Library will be calculated by Document Services based on a formula relating to the number of enrolments (to a maximum of 5 per campus library). These copies must be paid for by the school.

How are readers priced?

Under HESA, the University is prohibited from generating revenue from the sale of readers. The price of a reader must only represent the costs directly associated with its production and distribution.

Readers must be ordered through Document Services and will be costed by Document Services, charged to a Document Services cost centre and then income recorded against those costs. The price charged to students will include the cost of formatting (where required), printing, binding, lodging digital copies with the Library DRMC, digital compliance checking, conversion and cataloguing of the digital copies to make them available to students online, delivery of readers to Campus Central and a small margin for waste.

What are the copyright requirements?

Requirements under the Copyright Act are complex, and staff are advised to consider copyright requirements before they begin preparing resources. The University's copyright website contains [information guides](#) designed to assist staff to prepare copyright compliant teaching & Learning resources. If in doubt staff are strongly advised to ask for assistance.

Part VB of the Copyright Act permits the University to copy or communicate [limited amounts](#) of literary works (published text), artistic works (images, photos, tables, diagrams) and music in written form, but specifically excludes computer programs and computer manuals. In summary staff can copy:

- One chapter or 10% of the total pages from a **book, report or other literary work**; whichever is greater;

- One work not exceeding 15 pages from an **anthology** (including conference proceedings, published editions of collected works or collections of readings or essays):

- One or more articles on the same specific topic from a **periodical** (a single issue of a journal, newspaper, or magazine);

- 10% from a **musical work** in written form (sheet music):

Staff can copy the whole or part of a literary, dramatic, musical or artistic work (excluding a periodical) if a new copy

is not available within a reasonable time at an ordinary commercial price. This provision may be used to copy the whole of an out-of-print text, but staff need to check with the publisher (and retain the evidence) to make sure that no reprints are planned within the 'reasonable time' ie six months for text books and 30 days for other material.

Staff can copy whole artistic works, including diagrams, photos, maps, technical drawings and some tables, which have not been separately published in hard-copy and are not available for purchase at a reasonable price within a reasonable period of time (eg as a poster or post card from a gallery).

The copyright requirements for printed material and digital material are different – a reader may be approved for print but only some of the readings able to be displayed online via the Digital Resource Service Centre of the Library.

What are the HESA requirements?

The Consolidated Commonwealth Grant Scheme Guidelines of the Higher Education Support Act 2003 specify that the University cannot levy a charge unless: a) The charge is for a good or service that is not essential to a course of study; or b) The charge is for an alternative form or alternative forms of, access to a good or service that is an essential

component of a course but is otherwise made readily available at no additional charge by the higher

education provider; or c) The charge is for an essential good or service that the student has the choice of acquiring from a supplier

other than the higher education provider and is for:

i. equipment or items which become the physical property of the student and are not consumed during the course of study; or

ii. food, transport and accommodation costs associated with the provision of field trips. d) A higher education provider may charge a student a fine or a penalty if the fine or penalty is imposed

principally as a disincentive and not in order to raise revenue or cover administrative costs. Textbooks are covered under part (c) above and therefore must have an ISBN number and be available from commercial sources external to the University.

Who can readers be given or sold to?

Under the Copyright Act and the University's subsequent license agreements, readers can only be sold and/or distributed to enrolled UniSA students, not to external organisations or individuals. Staff teaching UniSA courses to students from another organisation such as SAIBT may provide that organisation with the suggested list of readings, and then that organisation must copy and distribute them under their own license agreements.

Readers for external students

The manifest located in the footer of every course home page must be completed for materials sent to external students. Materials are printed by Document Services and distributed by the Flexible Learning Centre, and the costs charged to the school. As the students are not charged additional fees for the materials, the HESA does not apply. However, all materials must be copyright compliant.

Readers for offshore teaching

There are three options for making a reader available for offshore students – print in Australia and ship overseas, or provide a reference list to the partner so that they can make it available (subject to their law, which tends to be more restrictive than the Australian Copyright Act), or only use digitally compliant readings catalogued via the Library's Digital Resource Management Centre.

Readers produced in Australia for distribution overseas must comply with the Australian Commonwealth Copyright Act and subsequent licences purchased by the University, as with onshore readers. If a reader is stored digitally on a CD or disk (or equivalent) the content must be compliant with the digital copyright requirements.

Staff are **not** to send an original hard copy or a PDF (or equivalent) on a disk or CD to an overseas printer for production

Further information or assistance

Copyright: http://www-i.unisa.edu.au/footer/copyright/cprindex.asp	Catherine Daniel	ext 25630
Production, including timelines, order quantity, pricing and cover design	Vasko Tanevski	ext 21361
Distribution to off-campus students	Janet Barelli	ext 21304
HESA, general enquiries, sales at Campus Central	Vanessa Matthews	ext 22305
Digital resources, digital copyright compliance and library copies	Kate Sergeant	ext 26642

Example

Course A is taught to internal students at Whyalla and City West, students enrolled through SAIBT, external students and students offshore. The course coordinator has developed a Course Information Booklet (CIB), a study guide, a reader and copies of PowerPoint slides used in lectures.

Student group	Requirements
Internal onshore CW and WHY	The CIB must be provided free of charge in hard copy to all internal students. The reader must be printed at Document Services and will be sold via Campus Central at CW and WHY. Document Services will also ensure that it is catalogued at the Library's DRMC, who will ensure it is available in the CW and WHY libraries. The reader is subject to HESA as it is being sold. Students cannot, therefore, be required to buy the reader. The study guide and PowerPoint slides can be provided online. They must not form part of the reader. They are considered required teaching materials under the HESA if students are told to bring them to classes (and therefore should be provided free of charge in hard copy). All materials must be copyright compliant.
External onshore	Materials intended for dispatch to external students must be recorded on the <i>Package Manifest</i> linked from the footer of each course home page, so that the FLC off-campus services team and external students know what will be provided. All materials must be printed in Document Services, and paid for by the school. All material must be copyright compliant but is not subject to HESA as students are not paying for the materials. All of the items listed in the above example can be sent to external students.
External studying wholly online	The CIB can be provided online to students studying the course wholly online but must be provided free of charge in hard copy on request. All other requirements are as above (external onshore).
Offshore (partner)	There are three options for making a reader available for offshore students – print in Australia and ship overseas, or provide a reference list to the partner so that they can make it available, or only use digitally compliant readings catalogued via the Library's Digital Resource Service (DRS). Readers produced in Australia for distribution overseas must comply with the Australian Commonwealth Copyright Act and subsequent licenses purchased by the University, as with onshore readers. If a reader is stored digitally on a CD or disk (or equivalent) the content must be compliant with the digital copyright requirements. Staff are not to send an original hard copy or a PDF (or equivalent) on a disk or CD to an overseas printer for production. Materials not subject to copyright (eg study guides and PowerPoint slides) can be provided according to the terms of any agreements about intellectual property. HESA does not apply to transnational students (unless they are a domestic student or they come onshore, at which point they are considered an FPOS student).
SAIBT	Any materials or resources that are only able to be communicated by virtue of the UniSA copyright licenses cannot be given or sold to SAIBT students. This includes required or supplementary readings, the reader, or any other copyrighted material. Therefore the list of readings must be given to SAIBT so that they can make it available under their own licenses. Materials not subject to copyright (eg study guides and PowerPoint slides) can be provided according to the terms of any agreements about intellectual property.