

MAKING MATERIAL AVAILABLE FOR YOUR STUDENTS

TIPS FOR TEACHERS

You CAN

- ✓ **Make book chapters and journal articles available online for students**

By using the Library's Subject Materials service
www.swinburne.edu.au/lib/subjectmaterials

- ✓ **Copy a television broadcast to show students**

Information on finding and using television material is available at
www.swinburne.edu.au/lib/tv

- ✓ **Play a CD or DVD in a lecture**

If only staff/students present

- ✓ **Link to material freely available on the web**

(Includes embedding YouTube videos) but don't link to sites that you think could infringe copyright

- ✓ **Put electronic images into your teaching slides**

Attach the copyright notice

[www.swinburne.edu.au/copyright/notices/
PartVB2010elecnotice.pdf](http://www.swinburne.edu.au/copyright/notices/PartVB2010elecnotice.pdf)

Remember – access must be restricted to Swinburne staff and students and always give the correct citations/references for the source of material you use

Information Resources

Library – Copyright Office

You CANNOT

- ✗ **Scan or copy book chapters or journal articles yourself and upload them onto your Blackboard subject page**

See the Copyright tab in Blackboard for more information

- ✗ **Take excerpts from commercial CDs, DVDs or videos to create compilations**

Instead use the Library services to make material available – then you can be sure all copyright rules have been followed

For more information on using copyright material see www.swinburne.edu.au/copyright

If you have any questions / need more information
Email copyright@swin.edu.au

Or contact your Library **extension 8330**
or the Copyright Office on **extension 8227 / 4669**