A GUIDE TO THE CLNZ EDUCATION LICENCE

FOR SCHOOLS, NON COMMERCIAL PTEs, ITPs AND UNIVERSITIES

This licence enables staff to make multiple copies from an original, to share with students.

**Copy & Scan from**
- Books
- Textbooks
- Journals
- Periodicals
- Newspapers

*Does not include copying from workbooks.*

**Up to**
- 10% of a book or one chapter including pictures and graphs
- 15 pages from a book of short stories or poetry book
- 1 journal/periodical article (more if on the same subject)
- 5 articles per newspaper

**Share via**
- Hardcopy
- CD/DVD
- Electronic whiteboard
- Email
- Intranet - via a password protected system (not a public website)

Refer to the Copyright Act when copying:
- Material downloaded from the internet
- Stand alone artwork
- Loose maps and charts
- Printed sheet music (not contained within a book)
- House journals (e.g. employees publications)
- Theses; dissertations and student papers
- Public domain works (50 years after the death of author and 25 years after publication)

For more information visit our website www.copyright.co.nz or email info@copyright.co.nz

Reference copying with title, author, publisher and page numbers.