

## Copyright Policy

**Last Modified | Nōnahea i Whakarerekē**  
**Review Date | Rā Arotake**  
**Approval Authority | Mana Whakaae**  
**Contact Officer | Āpiha Whakapā**

January 2023  
December 2026  
Deputy Vice-Chancellor Research  
University Librarian

### Introduction | Kupu Whakataki

This Policy relates to compliance with copyright legislation and with the University's negotiated copyright licences. This document also identifies responsibilities in relation to the use of Mātauranga Māori and/or Taonga Species.

### Policy Statement | Kaupapa Here

#### 1. Use of copyright works

All staff and students intending to copy or use copyright works must comply with:

- a. the [Copyright Act 1994](#) ('the Act'); and
- b. any copyright licences between the University and a third party.

#### 2. Infringement

Copyright is infringed when Staff or Students use a work, without permission, in a way that is reserved to the copyright owner.

#### 3. Copyright licences

The University has negotiated a range of licences which support the use of copyright works and grant the University the right to copy certain material beyond allowances under the Act. See <https://canterbury.libguides.com/copyright-at-uc/general>. If a copyright licence does not explicitly permit an activity or use, the provisions of the Act apply.

Staff must be familiar with the University's copyright licences. When copying printed items or ebooks, ejournals and other electronic information resources licenced by the University, Staff must ensure that links to the licensor's site are included unless

copying entitlements have been checked and clearance given by Library Staff for the work to be uploaded onto the learning management system (LEARN | Ako).

#### **4. Educational use**

The Act contains provisions for the use of copyright works for educational purposes. Staff intending to copy or use copyright works for the University's educational purposes must be familiar with such provisions.

#### **5. Mātauranga Māori and Taonga Species**

Staff and students who wish to use Mātauranga Māori and/or Taonga Species should refer to the [Intellectual Property Policy](#) for guidance or contact the University Librarian.

#### **6. Notification of Infringement**

The Copyright Officer must be notified immediately of any copyright infringement or breach of this Policy. Email: [copyright@canterbury.ac.nz](mailto:copyright@canterbury.ac.nz)

#### **7. Removal of content by University**

The University, acting reasonably, reserves the right to remove infringing content from University systems and publications. Takedown requests may be made here: <https://canterbury.libguides.com/copyright-at-uc/home>

#### **8. Intellectual Property Policy**

The University Intellectual Property Policy provides that Students have ownership of copyright in their theses or other assessable work to the extent that they are the author of the work (see [Intellectual Property Policy \(PDF, 502KB\)](#)).

## **Tautuhinga | Definitions**

**The Act** - the Copyright Act 1994

**Copy or Copying** - reproducing or recording a work in any material form (including any digital format). This includes including scanning, photocopying, retyping, transferring, duplicating from any format to any other format, and sharing across systems, e.g. LEARN | Ako, EdX, Echo360.

**Copyright** - a form of intellectual property right which gives the creator of an original work the right to control how that work will be used.

**Copyright licence** - written contract under which the owner of copyright allows a licensee to use, make, or sell copies of the original. Copyright licences held by the University as licensee govern the copying of print and digital journals, books, and information resources including newspapers, broadcasts, music and films.

**Copyright Officer** - is the University Librarian who supports the University through maintaining and enhancing copyright and intellectual property framework.

**Copyright work** - those original works referred to in [section 14\(1\) of the Act](#).

**Staff or Staff Member** - for the purposes of this Policy, the definition of “staff” or “staff member” extends to cover all persons working at, for, or on behalf of, the University (whether paid or unpaid), including but not limited to contractors, subcontractors and their employees, adjunct appointees, Erskine visitors, consultants, guest lecturers, interns and volunteers.

**Third Party** - any person or organisation other than the University or a member of the University.

**University** - the University of Canterbury and includes all its subsidiaries.

## Related Documents and Information

### Legislation

- [Copyright Act 1994 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Intellectual Property Policy \(PDF, 502KB\)](#)

### University Website and Intranet

- [Copyright webpage \(University Library website\)](#)

### External

- [Copyright Licensing New Zealand \(Copyright Licensing New Zealand website\)](#)
- [APRA/AMCOS and PPNZ Licence \(APRA-AMCOS website\)](#)
- [Screenrights \(Screenrights website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Conversion of document onto new template. Hyperlinks updated.	Policy Unit	Sep 2013
1.01	Hyperlinks updated.	Policy Unit	Jun 2014
1.02	Review date pushed out at request of C/O.	Policy Unit	Mar 2015
2.00	Scheduled review by Contact Officer.	Policy Unit	Jul 2015
3.00	Scheduled Review by Contact Officer, minor changes to layout, contact person for breach of legislation named	Policy Unit	Aug 2017
4.00	Scheduled review, no changes to content, policy rolled over until new	Policy Unit	Aug 2019

	legislation comes into effect.		
5.0	Scheduled review by Contact Officer, changes to content	DVCR	Jan 2023

**This policy remains in force until it is updated.**