



# COPYRIGHT & UNIT MATERIALS CHECKLIST FOR APPROVERS

Approvers should quickly scan the unit materials for any copyright compliance issues. We suggest spending no more than 5 - 10 minutes on this.

Often unit structures are set up in the form of Week 1, Week 2, etc., so it may be sufficient to check only one week's learning materials to get a sense of whether the learning materials are compliant or not.

If no, request amendment.

## Does the unit have a Reading List attached?

For units where readings are being provided, use of Reading Lists is necessary to comply with the Copyright Procedures.

If yes, request amendment.

## Does the Unit have any uploaded files that contain third party materials (eg. journal articles or book chapters)?

These should be in Reading Lists, or communicated via a link or embed rather than a copy.

Where files are whole works (100% of a copy), this is high risk and the file needs to be removed from Blackboard immediately.

If no, request amendment.

## Do copies of third party materials include attribution or referencing?

All third party content, including images, should attribute the source of the content (at a minimum a source URL, at a maximum the full citation information).

If no, request amendment.

## Do slides and documents containing third party materials include the copyright warning notice?

If you have reused third-party images or text excerpts in your learning materials, you are relying on Curtin's copyright licence that requires you include the [copyright warning notice](#).

If you have reused third-party images or text in your learning materials, you are relying on Curtin's copyright licence which requires you include the copyright warning notice. Also ensure the learning materials have Curtin's CRICOS code 00301J.

If yes, request amendment.

## Do any of the links or video embeds look suspicious (potentially infringing)?

If we link students to infringing works we could be facilitating infringement. For example, links to copies of the textbook that are not provided by the publisher, or videos uploaded by someone who isn't the copyright holder.

We do not expect you to check all links/embeds in detail, just scan over the unit materials for anything raising a 'red flag'.