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Copyright Management Toolkit

Prepared by:
Alison Shames
State Copyright Manager
Attorney General's Department of NSW

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Introduction

The Copyright Management Toolkit was developed to assist government agencies to manage their copyright assets effectively. Effective management requires the creation and implementation of a copyright policy. A copyright policy tells the public the extent to which they may use works protected by copyright without first seeking permission from the government agency.

The Toolkit takes government agencies through the steps that need to be taken to create and then implement a comprehensive copyright policy. The Appendix provides templates that government agencies can use to implement their policy. The Toolkit is not mandatory, but it supplies agencies with best practices that they may implement.

The Intellectual Property Management Framework

The Toolkit can assist agencies in meeting their obligations under the *Intellectual Property Management Framework for the NSW Public Sector* issued by the Premier's Department in January 2005. (The IP Framework is available online: http://www.premiers.nsw.gov.au/our_library/business/IntellectualProperty05.pdf).

The IP Framework identifies and encourages better practice in relation to the creation, use, sharing, protection and commercialisation of Intellectual Property in the NSW public sector to optimise the economic, social and environmental benefits to the people of NSW.

The Toolkit—and creating and implementing a copyright policy—addresses several of the mandatory principles laid out in the IP Framework:

IP Principle	Copyright Management Toolkit
Policy and Strategy	<ul style="list-style-type: none">• Provides template copyright policies and guidance on development and implementation
Creation and Rights	<ul style="list-style-type: none">• Suggests guidelines with respect to ownership and the IP rights of others
Publication	<ul style="list-style-type: none">• Provides policies and procedures to help agencies manage their publications and websites
Commercialisation	<ul style="list-style-type: none">• Question whether some works protected by copyright have commercial value

The creation and implementation of a copyright policy by each government agency will ensure that public sector information is made widely available to the people of New South Wales, while ensuring that such works are protected and commercialised when appropriate.

Why is copyright management important?

Government agencies in New South Wales create many works that are owned by the government and protected by copyright law, such as:

- fact sheets, information bulletins, guidelines
- speeches
- policy reports
- maps.

These works are valuable resources and assets. They must be managed effectively to maximise the benefits to the people of New South Wales. An agency's copyright policy sets out principles and guidelines for managing the information created by the agency.

In most cases, the works owned by an agency and protected by copyright are created for the purpose of informing and educating the public. The public distribution of information produced by government agencies contributes to key government priorities.

For example:

Public Sector Information		State Plan Priority
Brochures about counselling services available to victims of crime...	contribute to ...	increasing harmony in our communities.
Materials developed for a training session for juvenile offenders...	contribute to ...	increasing the safety in our communities.
Fact sheets on health and disease that are distributed in local community centres...	contribute to ...	improving the quality of life for the people of NSW.
Reports on forest management available online...	contribute to ...	encouraging practical environmental solutions.



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Primary principles

Given the importance of ensuring that public sector works are distributed freely, widely and accurately to the NSW community, three primary concerns arise:

1. Achieving widespread distribution of public sector information
2. Preserving the integrity of public sector information and ensuring that the public does not misuse or misrepresent works created by government agencies
3. Commercialising works that are identified as having strategic or commercial value for the benefit of the people of NSW

These principles are most relevant to general government sector agencies. State Owned Corporations and Private Trading Enterprises do not necessarily have public education as a core function and commercialisation may be their primary focus.



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Why have a copyright policy?

When a NSW government agency creates a work, it is automatically protected by full copyright—whether you want it protected or not; whether you file for protection or not; whether you display the copyright symbol or not.

As the owner of works protected by copyright, the NSW government has certain exclusive rights over these works. Without a copyright statement to the contrary, works produced or owned by the government are automatically “locked up” and permission is needed from the government agency to reproduce them.

For example, if NSW Health created a fact sheet on Rubella, and no copyright notice appeared on the fact sheet or its website link, the public could not legally reproduce or use the fact sheet (except in the very limited ways otherwise allowed under the *Copyright Act*).

The public could not:

- print out the fact sheet from the Internet (a “reproduction” under the *Copyright Act*)
- make photocopies of the fact sheet (a reproduction)
- download the fact sheet and email it to others (a reproduction and a “communication to the public” under the *Act*).

Fact sheets are typically produced to educate the public. Free use of the fact sheet (no payment or legal restrictions) would encourage the widest distribution of the fact sheet’s message—copies could be made available at community health centres, given to pre-natal classes, and emailed to friends and colleagues.

Without an accompanying copyright policy statement, members of the public do not know whether they can freely use the publication and are often reluctant to do so. This can undermine the distribution and overall educational objective of the publication—the purpose for creating the fact sheet in the first instance.

A copyright policy benefits a government agency in a number of ways as it:

- lets the public know the extent to which they may freely reproduce and use a work protected by copyright
- protects Crown copyright by specifying the circumstances in which the work may not be copied and distributed
- assists in the internal management of intellectual property

Copyright policies in NSW government agencies

A copyright policy can lock-up the material and allow only very limited uses, or it can release the material and permit a wide variety of uses.

Copyright policies displayed on government websites run the gamut of protection:

Level of protection	Locked:	Restrictive:	Permissive:	Released:
	Exceptions allowed under the <i>Copyright Act</i> only	Use for personal, non-business purposes	Use for all purposes, other than business	Public domain
Sample wording	“All rights reserved”; © ownership statement only; no notice at all	“You may reproduce this work for personal, in-house or non-commercial use.”	“You may freely deal with this work for any purpose, other than in a product for sale.”	“You are free to use this work for any purpose.”
Frequency of use in NSW Government*	52%	45%	2%	1%
Sample agencies	Motor Accidents Authority of NSW, NSW Police	NSW Rural Fire Service	Attorney General’s Department of NSW	NSW Legislation and Judgments

*Data current as at August 2006

The templates in the Copyright Management Toolkit are based on a **permissive** level of copyright protection. Such a standard reflects the primary principles of

- widespread distribution,
- integrity of government materials, and
- commercialisation in identified circumstances,

and is most appropriate when the majority of works owned by the agency are created for the purpose of public education and information.

How does the Copyright Management Toolkit work?

The Toolkit walks agencies through the steps needed to create and then implement a copyright policy. The Appendix provides agencies with template documents that may be used and adapted by each agency to suit their copyright needs.

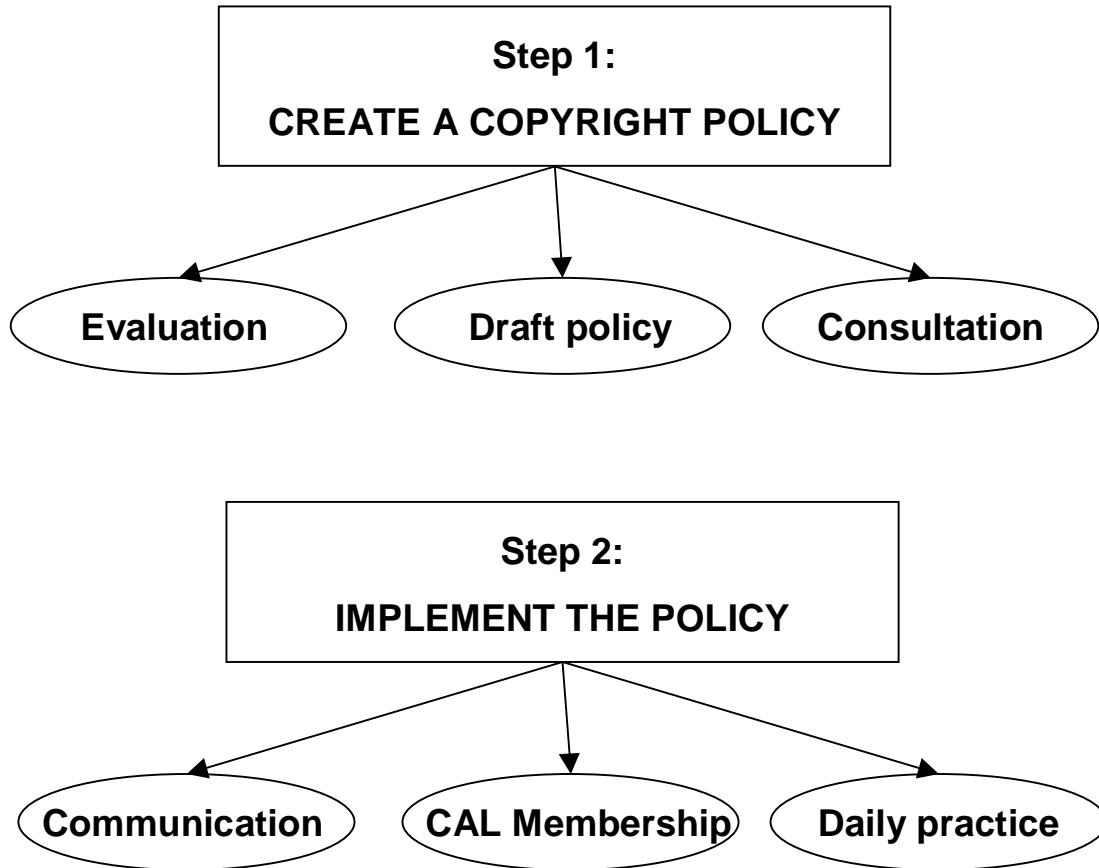
There are two parts to the toolkit:

- **Part 1** describes the steps necessary to create and implement a copyright policy. It starts with an evaluation stage, and moves along to drafting and then implementation.
- **Part 2** is an appendix that provides templates for each step in the process. The templates are based on a **permissive** level of copyright protection, which is most appropriate when the majority of works owned by the agency are created for the purpose of public education and information. This level of protection also allows for the commercialisation of works, as identified on a case-by-case basis.

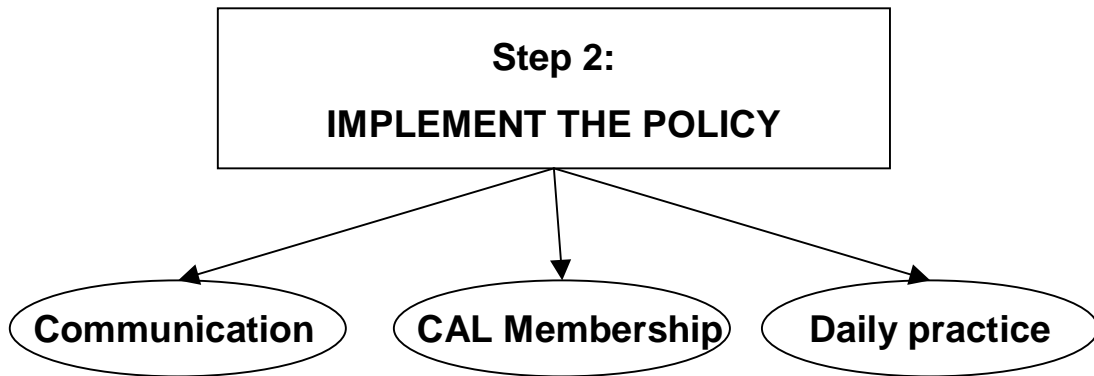
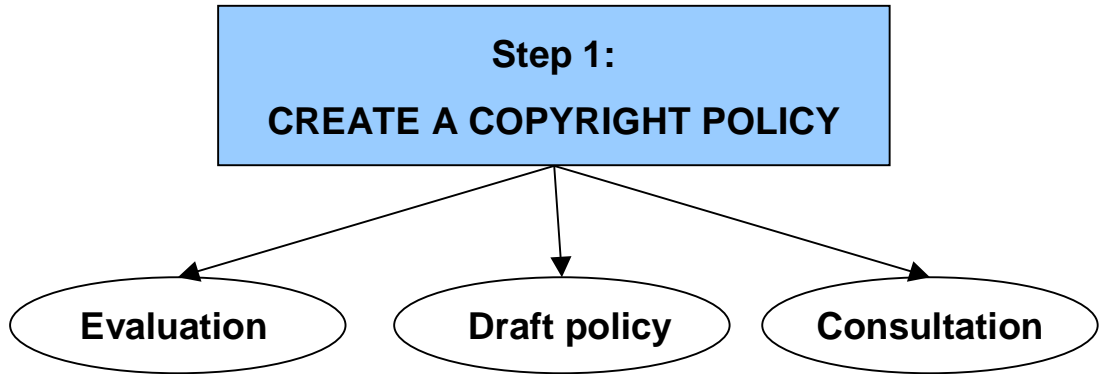


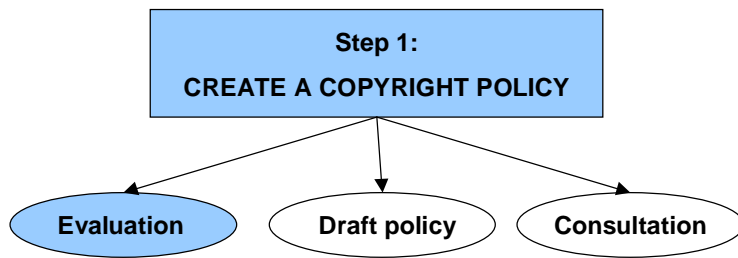
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Part 1: The two steps to copyright management



Step 1: Create a copyright policy





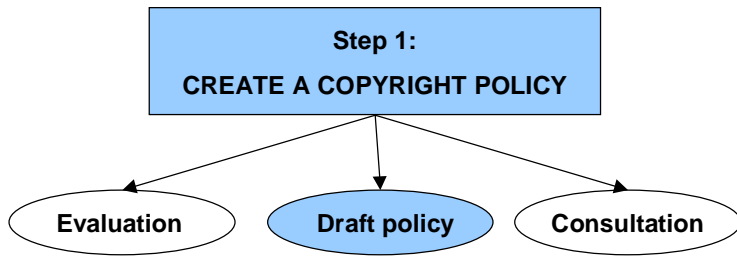
Evaluation

Before drafting a new copyright policy, or reviewing a current policy, an agency should review its works that are protected by copyright and consider the purposes for which they are created. The copyright policy should reflect and promote these purposes.

For what purposes does the government agency create its publications and other works protected by copyright?

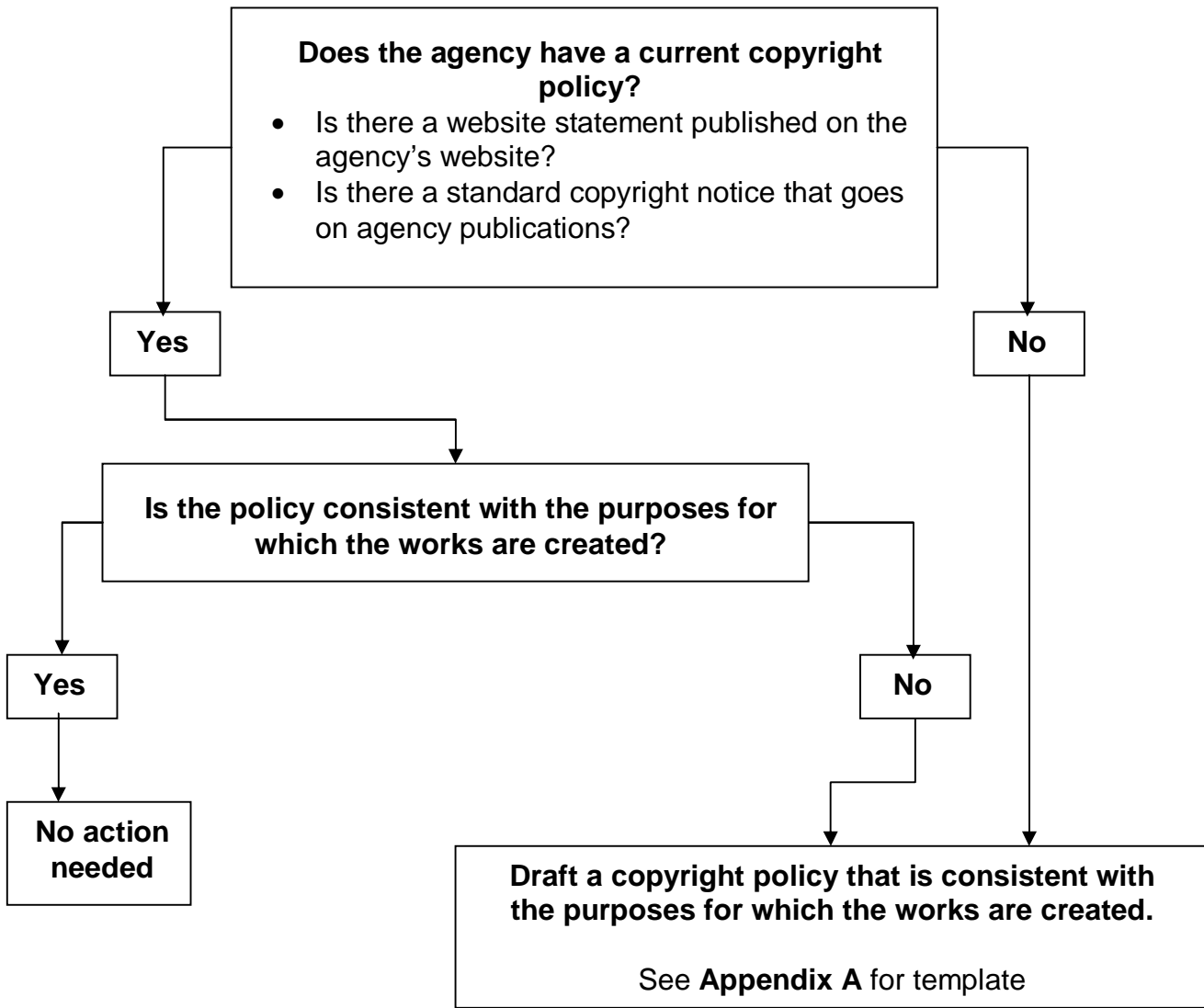
- Does the agency create most of its materials for the purpose of informing and educating the public?
- Does the agency charge others for use of its information? For a profit or just cost-recovery?
- Does the business plan rely on revenue raised from the sale of publications or other works protected by copyright?
- Does the agency want to prevent others from using the information? Under what circumstances?
- Are online and hardcopy publications treated the same or different?

Draft policy

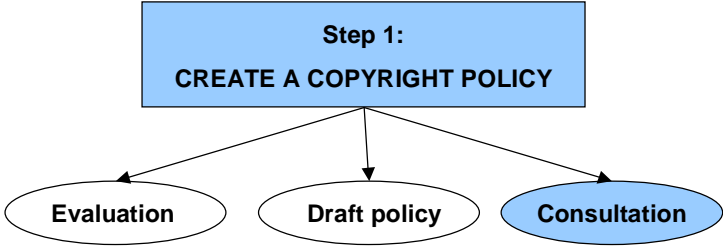


Having determined the purposes for which materials are created, an agency should:

- review the current policy, if one exists, and determine whether the policy is consistent with the stated purposes, **or**
- draft a new copyright policy that is consistent with the stated purposes.



Consultation



After drafting or revising the copyright policy for the agency, consult with managers and key staff. Depending on feedback, the policy may have to be revised to reflect specific concerns.

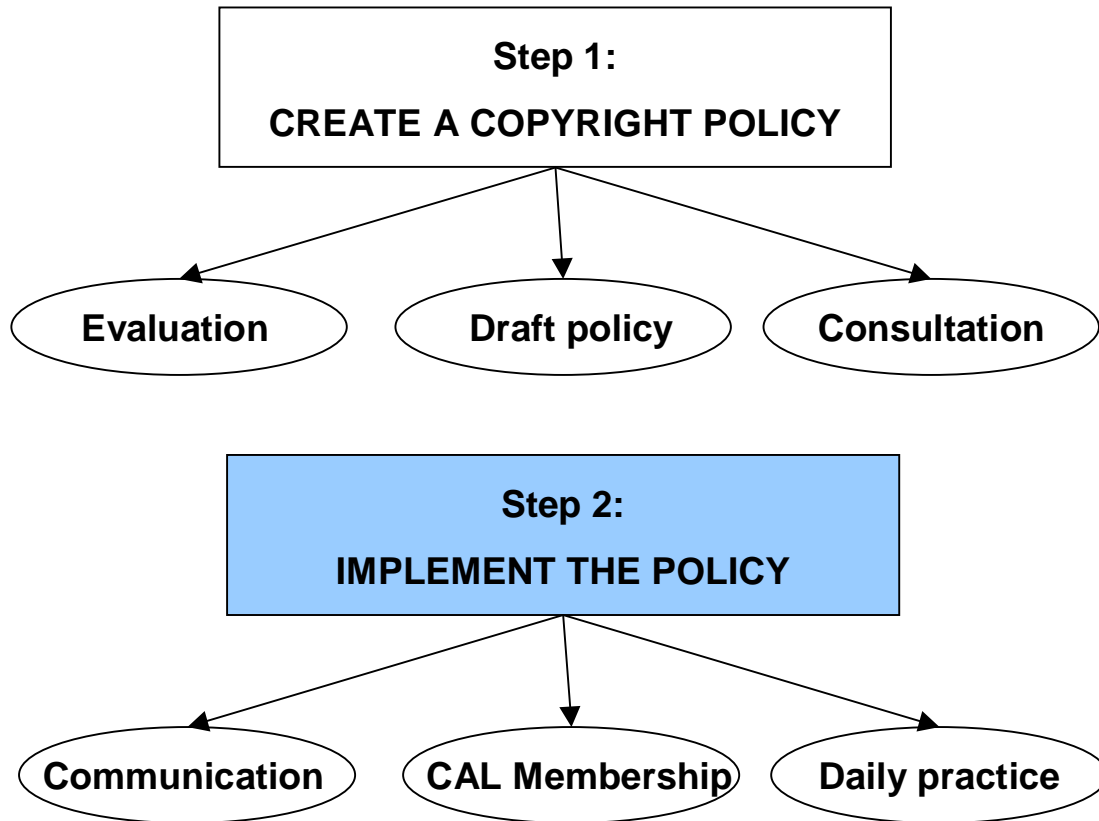
Email draft policy to managers for comment

→ See **Appendix B** for template

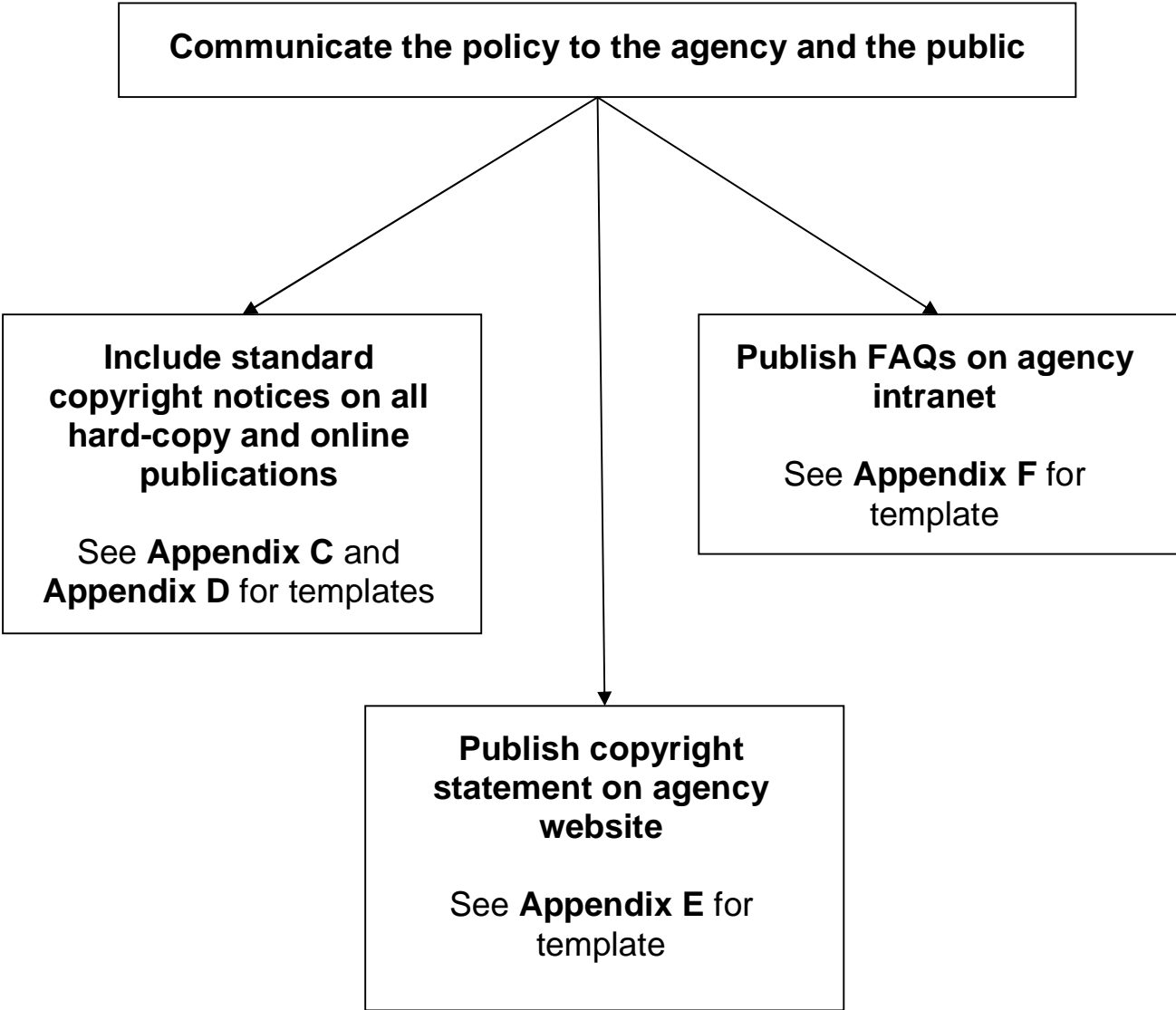
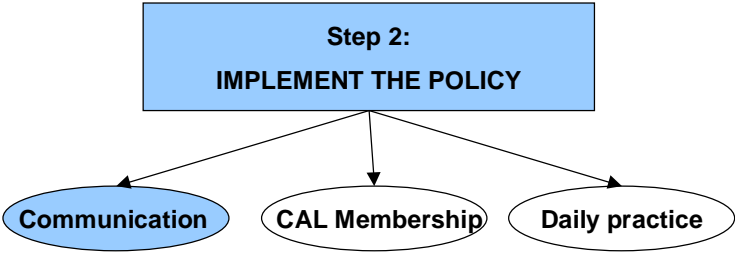
Include key staff in consultation and development

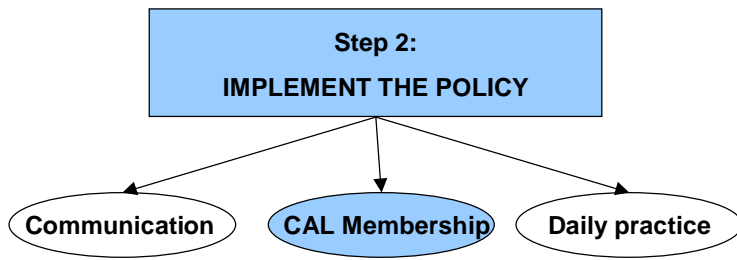
- Communications Team
- Publication Manager
- IT Staff (to assist with Internet)
- Managers who will be most affected (some units may produce commercial publications that should be excluded from the policy)

Step 2: Implement the copyright policy



Communication





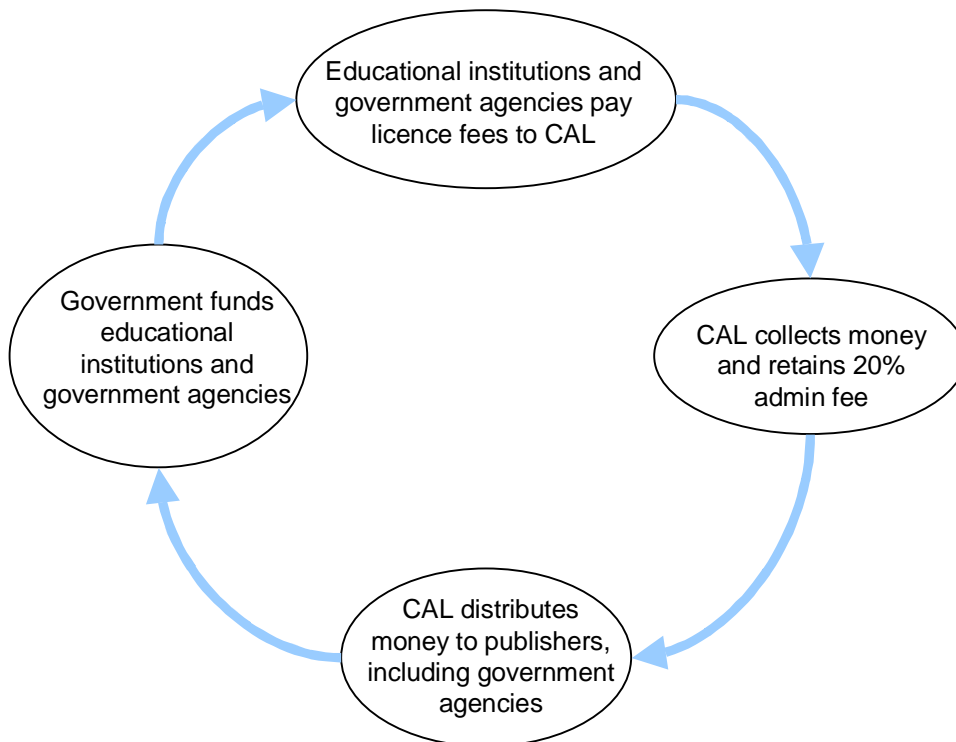
CAL Membership

Copyright Agency Limited (CAL) collects copyright fees from educational institutions and government agencies under certain statutory licence schemes.

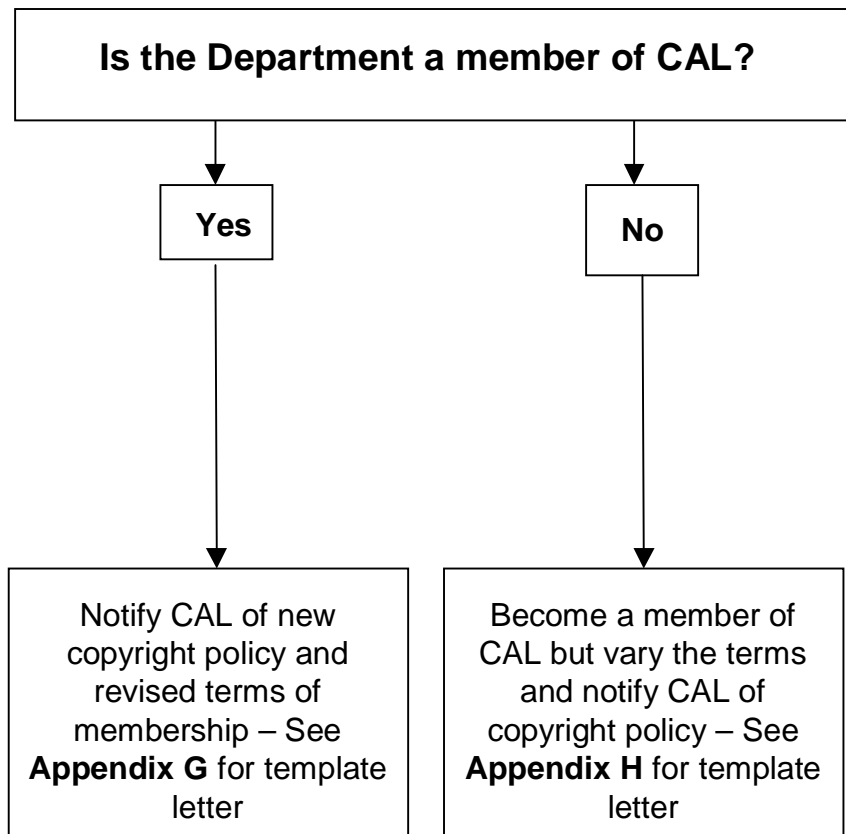
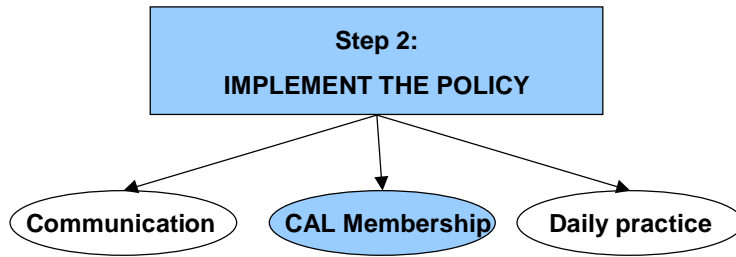
CAL membership is an important part of implementing a copyright policy because:

- Agencies can claim all fees already collected on their behalf by CAL; and
- Membership is required in order to stop the circle of money (as illustrated below).

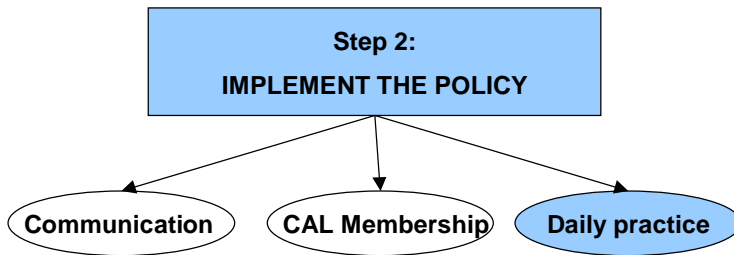
By becoming a member of CAL and notifying them of your department's copyright policy, it ensures that public sector information is freely available to educational institutions and other government bodies.



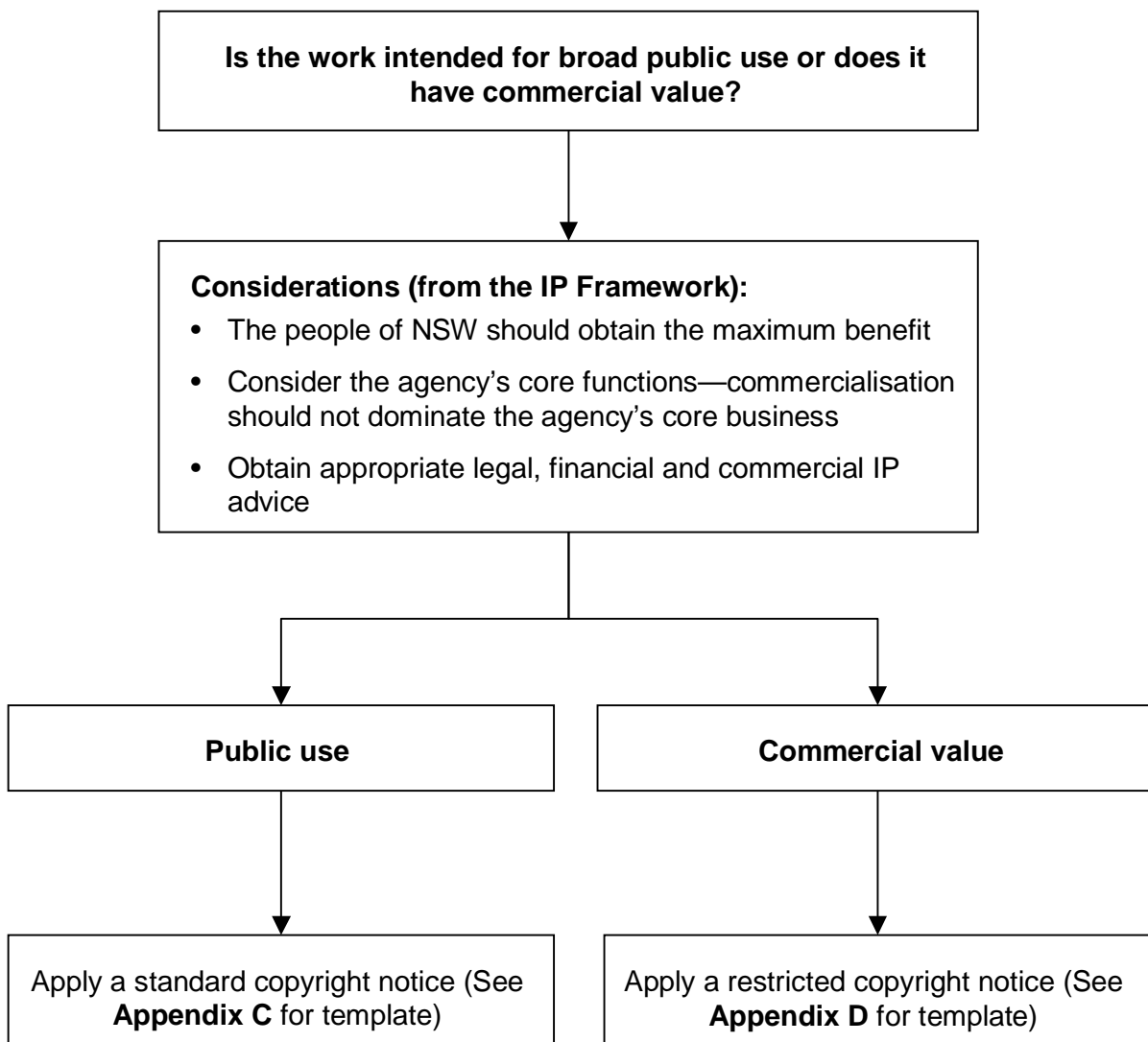
CAL Membership



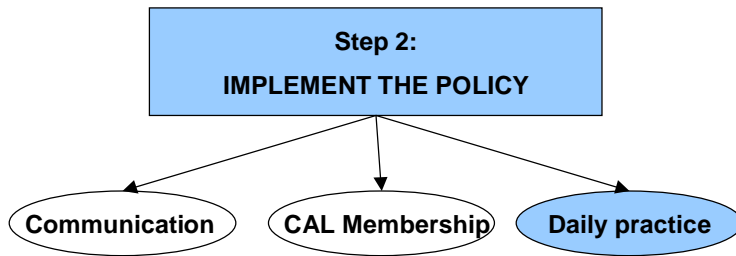
Daily practice



Daily practice: Public use or commercial value?
Each time the agency creates and publishes a new publication, it must consider whether the work is intended for broad public use or has commercial value.

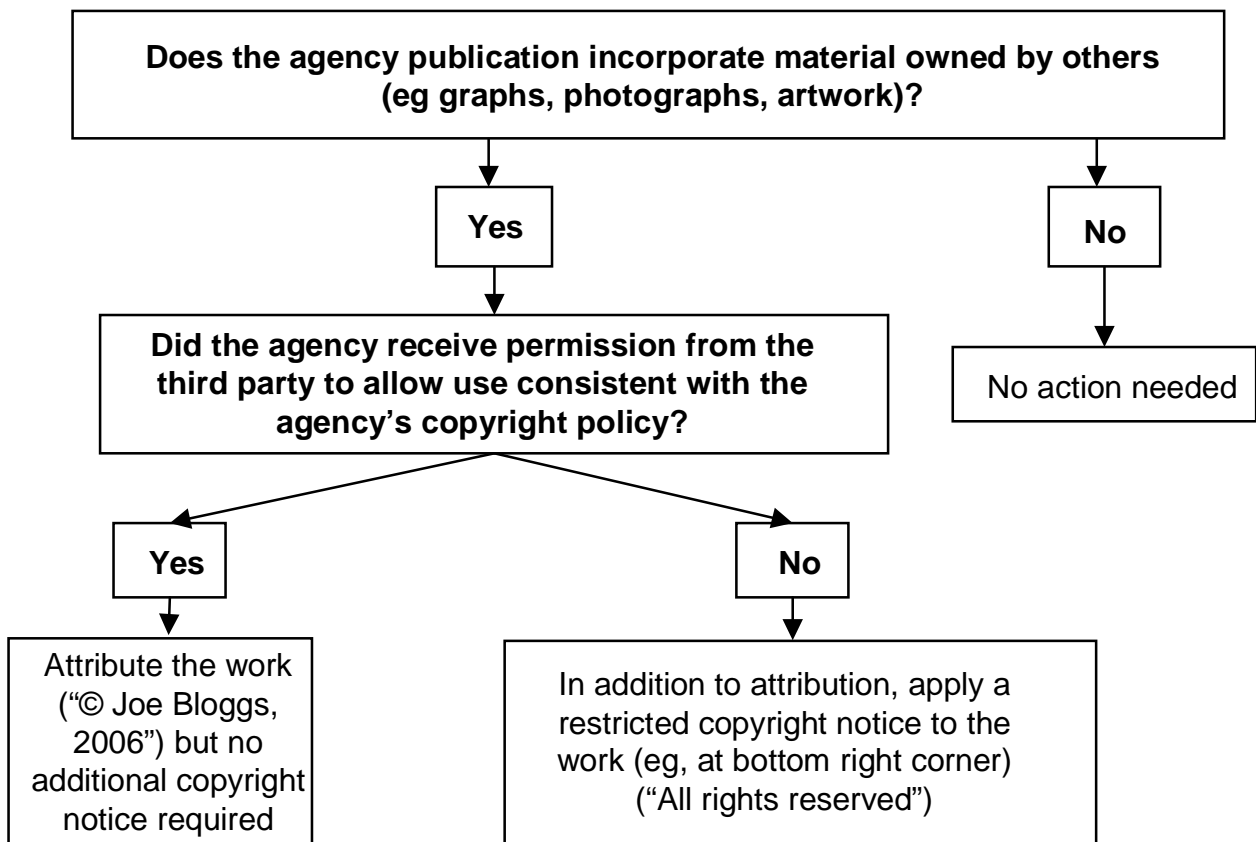


Daily practice



Daily practice: Follow guidelines with respect to works owned by others:

The IP Framework requires that the IP rights of others are respected. In order to ensure that works owned by others are properly attributed and protected, the agency should follow the guidelines with respect to third-party works. (See **Appendix F** for guidelines contained within intranet FAQs.)



Part 2: Appendix

The templates contained in the Appendix are based on a **permissive** level of copyright protection, which is most appropriate when the majority of works owned by the agency are created for the purpose of public education and information.

A permissive standard encourages the primary principles of:

1. Achieving widespread distribution of public sector information
2. Preserving the integrity of public sector information and ensuring that the public does not misuse or misrepresent works created by government agencies
3. Commercialising works that are identified as having strategic or commercial value for the benefit of the people of NSW

These principles are most relevant to general government sector agencies. State Owned Corporations and Private Trading Enterprises do not necessarily have public education as a core function and commercialisation may be their primary focus.

Copyright policy – template

This is an internal document that communicates in plain language the agency's approach to copyright. It may be posted on the intranet, distributed to key staff or simply used as a reference when necessary.

Under the *Copyright Act*, an owner of copyright has certain exclusive rights over its works. For example, the right to copy is an exclusive right. It means that a person may not copy a newspaper without permission from the owner. A standard copyright notice or policy that is communicated to the public will provide that permission on a large-scale basis.

Consistent with the agency's primary concerns of widespread distribution, integrity of information and commercialisation in limited circumstances, the standard copyright permission that applies to all agency publications—both online and hardcopy—is quite permissive. It allows for the public to copy, distribute, display, download and otherwise freely deal with the agency's works for any purpose.

The user must attribute the work on all uses, by including the copyright notice “© State of New South Wales through the [name of agency]”.

However, permission does not extend to the following uses, and all such requests must be reviewed on a case-by-case basis. Permission is required if the user seeks to:

- charge others for access to the work (other than at cost)
- include all or part of the work in advertising or a product for sale, or
- modify the work

These uses are excluded from the general permission in order to preserve the integrity of the work and identify circumstances that the agency may wish to exploit for commercial reasons.

The agency's copyright policy will be communicated to the public by:

- displaying standard copyright notices on all publications—both hardcopy and online, and
- publishing a copyright statement on the agency website

If the work created by the agency has strategic or commercial value, and the agency does not wish the user to freely reproduce and distribute the work to others, a more restricted copyright notice will apply to that work and will be excluded from this standard policy.

Consultation email – template

The draft policy should be circulated to managers and key staff for consultation prior to implementation. This is a suggested form of an email to managers to receive feedback.

Dear Managers,

The agency is reviewing its copyright policy as part of a review of its intellectual property assets.

The agency's current policy restricts the public's free use of agency publications and does not permit widespread copying or distribution. The majority of works published by this agency are created for the purpose of educating the public. A restrictive copyright policy may frustrate this purpose by prohibiting use and distribution.

In consultation with staff and the NSW State Copyright Manager, a new policy has been drafted. The new copyright permission allows the public to copy, distribute, display, download and otherwise freely deal with works produced by the agency for any purpose, provided that the user attributes the agency as the owner. However, the user must obtain permission from the agency if the user wishes to (1) charge others for access to the work (other than at cost), (2) include the work in advertising or a product for sale or (3) modify the work.

The policy provides for situations in which a business centre identifies a strategic or commercial value to the work. In such instances, a more restrictive copyright statement is attached to that work.

The draft policy is attached.

The policy will be published on the agency website and supplemented by guidelines on the agency intranet. A standard copyright notice reflecting the policy will be required on all publications, both online and hardcopy.

Any comments or suggestions about the attached draft copyright policy are welcome and should be provided to me by [deadline].

Standard copyright notices – template

The standard copyright notice should be displayed on all agency publications. A long-form and short-form option is provided.

The notice may be displayed in small print and may appear:

- on the inside front cover of a publication
- at the end of a publication (if not in book form), or
- at any other appropriate location.

Standard copyright notices	
Long-form	© State of New South Wales through the [Department], [year of first creation or publication]. You may copy, distribute, display, download and otherwise freely deal with this work for any purpose, provided that you attribute the Department as the owner. However, you must obtain permission if you wish to (1) charge others for access to the work (other than at cost), (2) include the work in advertising or a product for sale or (3) modify the work.
Short-form	© State of New South Wales through the [Department], [year of first creation or publication]. This work may be freely reproduced and distributed for most purposes, however some restrictions apply. See the copyright notice on www.[agency website].nsw.gov.au or contact the Department.

Restricted copyright notices – template

The standard copyright notice will suit the vast majority of the agency’s purposes. However, sometimes, the agency will produce information that has strategic or commercial value. In those instances, the standard copyright policy may be too permissive.

If the agency intends to sell the product, and does not wish the user to freely reproduce and distribute the product to others, then a more restricted copyright notice should apply to that publication.

Restricted copyright notices	Explanation
© State of New South Wales through the [Department], [year of first creation or publication]. All rights reserved.	This notice is the most restrictive. If a member of the public purchases the publication, it prevents that person from making additional copies, except as otherwise permitted by the <i>Copyright Act</i> .
© State of New South Wales through the [Department], [year of first creation or publication]. This work may be freely reproduced and distributed for personal, educational or government purposes. Permission must be received from the Department for all other uses.	This notice appreciates that while the Department may wish to limit the private sector’s use and reproduction of a publication, it allows (and does not expect remuneration for) copying and distribution for personal use or by educational or government bodies.

Website copyright statement – template

To communicate the agency’s copyright policy to the public, a copyright statement should appear on the agency’s public website.

The Government Chief Information Office is creating a Style Directive for all government websites. It recommends a copyright link on the bottom right-hand corner of each web page.

Copyright notice for the website

This website contains information, data, documents, pages and images (“the material”) prepared by the [name of agency]. The material is subject to copyright under the *Copyright Act 1968* (Cth), and it is owned by the State of New South Wales through the Department.

The Department encourages the availability, dissemination and exchange of public information. You may copy, distribute, display, download and otherwise freely deal with the material for any purpose, on the condition that you include the copyright notice “© State of New South Wales through the Department” on all uses.

You must, however, obtain permission from the Department if you wish to:

- charge others for access to the work (other than at cost)
- include all or part of the work in advertising or a product for sale, or
- modify the work.

To obtain such permission, please contact [insert contact details].

You may publish the material to another website, however if you publish an entire document or publication, we prefer you to make a direct link to this website to ensure that the latest version is always displayed.

This permission does not extend to copyright in the materials on this website that are owned by others.

Intranet FAQs – template

A copyright page on the agency's intranet will communicate the copyright policy to the agency and answer questions that may arise. The FAQs incorporate most of the information contained in the Toolkit, so may appear somewhat repetitive.

Copyright Frequently Asked Questions

What is Crown copyright?

All works created by the Department are protected by copyright. Under the *Copyright Act 1968* (Cth), a government owns copyright if the work is:

- created, or first published, by the government or under their direction or control
- made by government employees as part of their job, or
- created by independent contractors or consultants, if the contract of services provides for government ownership.

This means that all publications, databases, newsletters, fact sheets, content on the intranet or Internet, and other works produced by the Department, are protected by copyright. This ownership is known as 'Crown copyright', which means the copyright is owned by the government, through the specific department or agency.

To learn more about copyright law and policy in the NSW Government, read the [@news](#) newsletters, published by the State Copyright Manager, Attorney General's Department of NSW.

Does the Department allow others to use its works protected by copyright?

Yes, the Department encourages the availability, dissemination and exchange of public information and this is reflected in the Department's copyright policy [hyperlink to internal policy].

The policy allows others (the general public, educational institutions, corporations, anyone) to copy, distribute, display, download and otherwise freely deal with its Crown copyright for any purpose.

The only condition is that the user must attribute the Department as the owner. In addition, the user must obtain permission from the Department if they wish to:

- charge others for access to the work (other than at cost)
- include the work in advertising or a product for sale, or
- modify the work

The copyright website statement articulating this policy is posted on the Department website [hyperlink].

Is there a standard copyright notice to place on Department publications?

One of the following copyright notices should be displayed on all publications:

Standard copyright notices	
Long-form	© State of New South Wales through the [Department], [year of first creation or publication]. You may copy, distribute, display, download and otherwise freely deal with this work for any purpose, provided that you attribute the Department as the owner. However, you must obtain permission if you wish to (1) charge others for access to the work (other than at cost), (2) include the work in advertising or a product for sale, (3) modify the work or (4) publish the work to a website.
Short-form	© State of New South Wales through the Department, [year of first creation or publication]. This work may be freely reproduced and distributed for most purposes, however some restrictions apply. See the copyright notice on www.[Department website].nsw.gov.au or contact the Department.

The notice may be displayed in small print and may appear:

- on the inside front cover of a publication,
- at the end of a publication (if not in book form), or
- any other appropriate location.

What if the publication is for sale?

If the Department intends to sell the product, and does not wish the owner to freely reproduce and distribute the product to others, then a different copyright notice must apply to that publication.

The following copyright notices can be used for publications that are not freely available:

Restricted copyright notices	Explanation
© State of New South Wales through the [Department], [year of first creation or publication]. All rights reserved.	This notice is the most restrictive. If a member of the public purchased the publication, it prevents that person from making additional copies, except as otherwise permitted by the <i>Copyright Act</i> .

© State of New South Wales through the [Department], [year of first creation or publication]. This work may be freely reproduced and distributed for personal, educational or government purposes. Permission must be received from the Department for all other uses.

This notice appreciates that while the Department may wish to limit the private sector's use and reproduction of a publication, it allows (and does not expect remuneration for) copying and distribution for personal use or by educational or government bodies.

Can the Department include material owned by others in its publications?

Provided that the use of the materials falls under the statutory licence set out in section 183 of the *Copyright Act 1968 (Cth)* (as explained below), including material owned by others (such as graphs, images, artwork) in agency publications will not infringe the owner's copyright.

However, if sufficient permission is not received from the third-party owner, that part of the publication that incorporates such materials may not be distributed and copied as widely as the Department policy permits.

When using materials owned by others, the following guidelines apply:

- In the first instance, try to avoid using material owned by others. Consider whether suitable materials are owned by other government agencies and available for use.
- Try to obtain permission from the owner to use the material in a manner consistent with the Department copyright policy. Some materials are licensed under very permissive terms that are similar to the Department policy. For example, most materials licensed under a [Creative Commons](#) licence are available for such widespread use. The photos found at www.flickr.com are generally available with few restrictions.
- If adequate permission is not received, the third-party work must be marked to reflect the restricted use. For example, by including 'All rights reserved' at the bottom right corner of the work.
- In all cases, third party material must be properly attributed to the owner. For example, '© Joe Bloggs, 2006'.

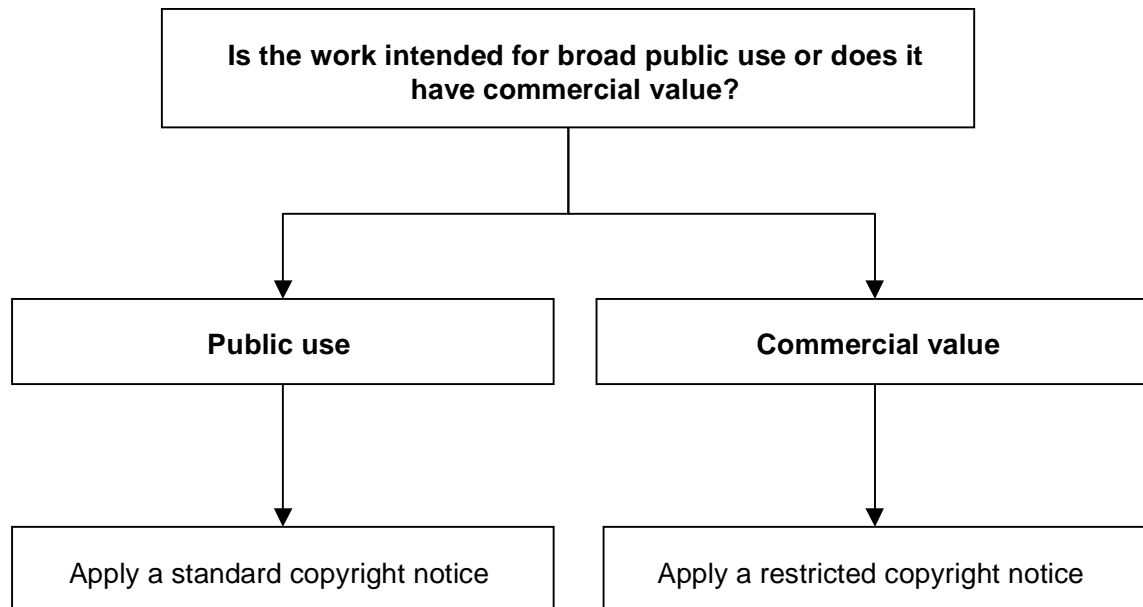
How do I comply with the Department's copyright policy?

Each time a work is created by the Department, the creator should:

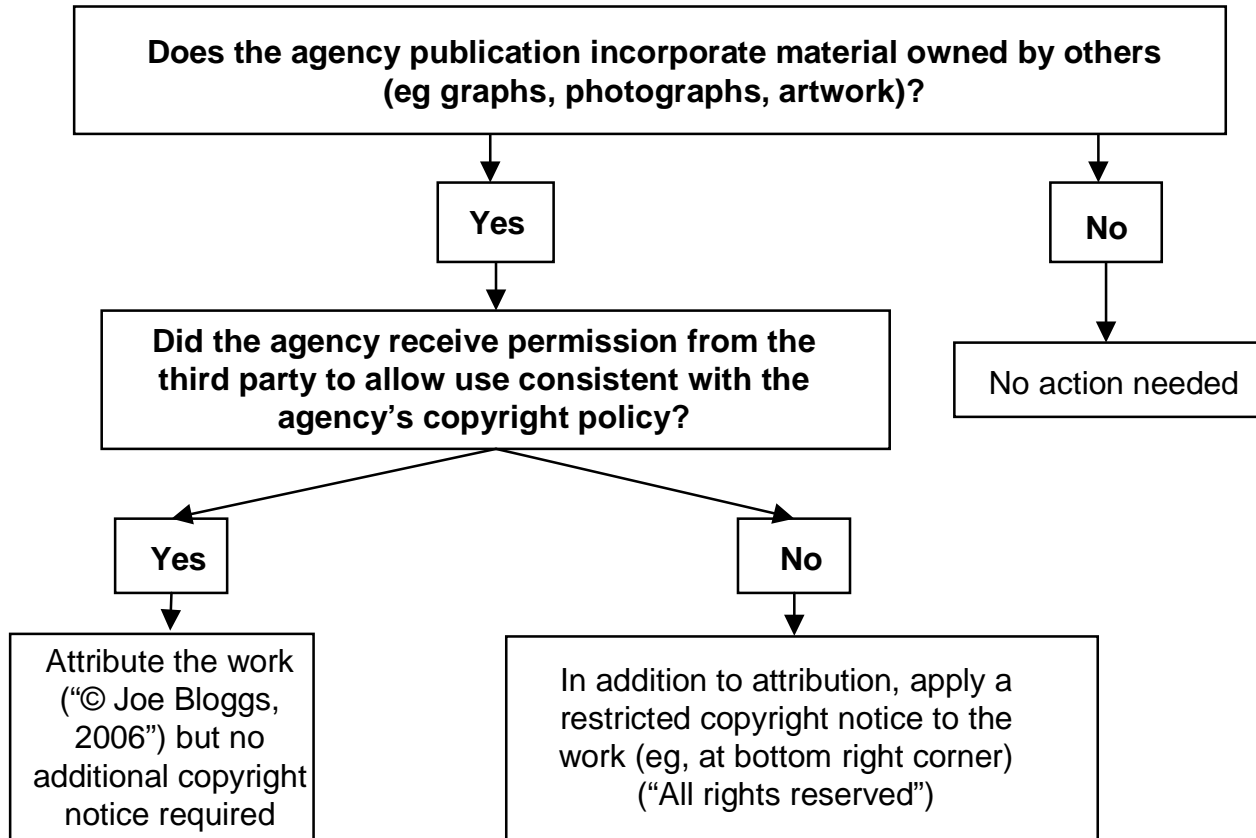
- Determine whether the standard or a restrictive copyright notice should apply; and
- Follow the guidelines with respect to third-party works.

Use these charts for assistance:

Determine whether the standard or a restrictive copyright notice applies:



Follow the guidelines with respect to works owned by others:



Wording for contracts with designers and other suppliers?

If contractors or designers are engaged to produce works that can be protected by copyright, you should have a written agreement addressing copyright ownership to ensure that the Department owns or has the right to use the work in the future.

The contract should include this standard copyright clause:

You acknowledge that the works created or to be created by [contractor] are created for the Department and that the Crown, in right of the State of New South Wales, owns the copyright to all such works.

You warrant that the works created by [contractor] will be original and will not infringe the intellectual property rights of any third parties.

The works created by [contractor] must be provided to the Department in [insert description of the required format] and/or in a digital format which allows the works to be manipulated, changed, recompiled or edited into a more convenient form for use by the Department.

What about using materials owned by others?

The agency uses materials owned by others on a daily basis, such as:

- photocopying a newspaper article
- screening a training video
- playing music in a waiting room, or
- recording a radio or television broadcast.

Each of these actions generally requires permission from the copyright owner.

However, section 183 of the *Copyright Act* allows the government to exercise some of the exclusive rights otherwise reserved to the copyright owner so long as the use is for the services of government. The *Copyright Act* sets out a statutory licence scheme for government copyright use, but it requires the government to promptly enter into agreements with the copyright owners setting out terms of use and remuneration.

The NSW government complies with this obligation by entering into agreements with copyright owners directly, or by reaching agreements with collecting societies to collect remuneration on behalf of copyright owners.

The copyright newsletter, [©news](#), explains the statutory licence and the government arrangements with collecting societies in greater detail.

Contact for Copyright Questions

Who do I contact with questions about copyright?

If you have questions about copyright, please contact: [insert contact information]

Membership letter to CAL – template

Membership Manager
Copyright Agency Limited
Level 15, 233 Castlereagh Street
Sydney NSW 2000

Dear []

The [Name of Department] (Department) is currently a member of Copyright Agency Limited (CAL). I write this letter to clarify and vary the terms of membership and notify CAL of the Department's copyright policy.

The Department would like to clarify and vary the Terms of Membership as follows:

- The Department represents a number of business centres and this application is intended to cover all of them with respect to CAL membership. Attached to this letter is a list of business centres, agencies and websites to which the membership applies.
- The terms of membership cover all Department copyright material. This includes all works sourced from the websites listed on the attached.
- The Department does not wish to participate in any voluntary licence schemes. CAL is not authorised to, and should not, collect any moneys related to Department copyright material in relation to any voluntary licence scheme.
- The Department authorises CAL to distribute to the Department any moneys due to the Department from copyright licence fees collected by CAL under any statutory licence scheme.

The Department recently clarified its copyright policy with respect to works owned by the Department. The new copyright policy allows the public to deal freely with all Department works, unless otherwise marked for restrictive use. This right extends to individuals, private businesses, government agencies, educational institutions and any other organisation, and includes the right to distribute, reproduce and communicate for any purpose. As such, the Department asks CAL to ensure that educational institutions, government agencies and any other licensees from which CAL collects copyright fees are not charged for the reproduction or communication of works owned by the Department.

Given the new Department copyright policy, the Department does not expect to receive any distributions from CAL in the future. However, the Department would like to (a) claim all moneys due to the Department previously collected by CAL; and (b)

ensure that the Department works are indeed excluded from the statutory licence schemes in the future (however, if Department works are not excluded, then the Department expects to receive all moneys due).

Please acknowledge CAL's receipt of these instructions and forward all necessary paperwork and Notifications of Copied Works to the Department at your earliest convenience.

Yours faithfully

Attachments:

- List of agencies and business centres under the Department
- List of Department websites

Non-member letter to CAL – template

Membership Manager
Copyright Agency Limited
Level 15, 233 Castlereagh Street
Sydney NSW 2000

Dear []

The [Name of Department] (Department) is pleased to submit an application for membership to Copyright Agency Limited (CAL). This letter varies the Membership Application and Terms of Membership, and also provides notice to CAL of the Department's copyright policy.

Please vary the Terms of Membership as follows:

- The Department represents a number of business centres and this application is intended to cover all of them with respect to CAL membership. Attached to this letter is a list of business centres, agencies and websites to which the membership applies.
- The application and terms of membership cover all Department copyright material. This includes all works sourced from the websites listed on the attached.
- The Department does not wish to participate in any voluntary licence schemes. CAL is not authorised to, and should not, collect any moneys related to Department copyright material in relation to any voluntary licence scheme.
- The Department authorises CAL to distribute to the Department any moneys due to the Department from copyright licence fees collected by CAL under any statutory licence scheme.

The Department recently clarified its copyright policy with respect to works owned by the Department. The new copyright policy allows the public to deal freely with all Department works, unless otherwise marked for restrictive use. This right extends to individuals, private businesses, government agencies, educational institutions and any other organisation, and includes the right to distribute, reproduce and communicate for any purpose. As such, the Department asks CAL to ensure that educational institutions, government agencies and any other licensees from which CAL collects copyright fees are not charged for the reproduction or communication of works owned by the Department.

Given the new Department copyright policy, the Department does not expect to receive any distributions from CAL in the future. However, the Department would like to (a) claim and receive all moneys due to the Department previously collected by CAL under the statutory licence schemes; and (b) ensure that the Department works are indeed excluded from the statutory licence schemes in the future (however, if Department works are not excluded, then the Department expects to receive all moneys due).

I understand that CAL has allocated money to the Department for fees previously collected by CAL under the statutory licence schemes. Please forward all necessary paperwork to the Department at your earliest convenience.

Yours faithfully

Attachments:

- List of agencies and business centres under the Department
- List of Department websites