



UNIVERSITY
OF
JOHANNESBURG

UJ Library Copyright Policy

Document Number	009 – Policy - Copyright
Custodian	Executive Director: UJ Library
Responsible Division	Manager: Technical Services Copyright Officer
Status	Approved
Approved by	Library Management Team
Date of Approval	4 July 2012
Amendments	January 2014
Review Date	July 2020
Policy history	Drafted: 20.07.2012 Updated: 01.07.2015 Reviewed: 19.06.2018

RELATED DOCUMENTS

UJ Documents University of Johannesburg Intellectual Property Policy	Other Documents Copyright Act No 98 of 1978
---	---

UJ LIBRARY
COPYRIGHT POLICY

Contents

1. PREAMBLE	3
2. PURPOSE	3
3. SCOPE	3
4. DEFINITIONS	3
5. MAKING OF PHOTOCOPIES	4
6. MATERIALS IN THE RESERVED COLLECTION (SHORT-LOANS)	4
7. INTERLIBRARY LOANS	5
8. PHOTOCOPYING ROOM	5
9. PROCEDURE TO OBTAIN PERMISSION TO COPY	5
10. POLICY REVIEW	6

1. PREAMBLE

The policy provides a framework for adherence to the Copyright Act, of 1978 (Act No. 98 Of 1978) in the UJ Library.

2. PURPOSE

The University of Johannesburg recognizes the importance of managing copyright in order to comply with the Copyright Act No. 98 of 1978 and regulations. This policy serves to ensure that the rights of authors and publishers are respected and that reasonable license fees are paid where required by law.

3. SCOPE

The policy applies to the Library and all its clients

4. DEFINITIONS

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

Term	Definition
The Act	The Copyright Act, of 1978 (Act No. 98 of 1978).
Staff member (plural: staff)	A University employee or person serving a temporary contract within the University.
Student	A person registered at the University for the purpose of studying. The possession of a valid University identity card is essential as proof of registration.
University	The University of Johannesburg.

5. MAKING OF PHOTOCOPIES

- 5.1 The South African Copyright Act permits a staff member or a student to make a limited number of copies for personal use, study, research and teaching purposes, without having to apply for copyright permission.
- 5.2 In spite of any allowance made by the Act, Library staff may not make copies of material and make them available to library clients. Library clients must make their own copies.

6. MATERIALS IN THE RESERVED COLLECTION (SHORT-LOANS)

- 6.1 Only notes prepared by lecturers themselves may be placed in the Reserved Collection for students to copy.
- 6.2 Compilations consisting of copies of material from other sources may not be made available for photocopying by students, if copyright clearance has not been obtained.
- 6.3 Only one copy of such compilations may be kept on the Reserved Shelf so that students may make their own notes or copies of the material when required.
- 6.4 No compilations of copies of articles or pages out of books may be made and kept in the open collection in the Library.
- 6.5 Library staff may under no circumstances make copies of articles and place them in the Library's Reserved Collection (Short-Loans) without approval from the Copyright Administrator, who first has to ensure that the stipulations of the Act are not contravened.

7. INTERLIBRARY LOANS

- 7.1 Section 6(1) of the Act stipulates that copyright warnings must be displayed at the place where orders for copies are accepted by libraries and must be incorporated in all files supplied by libraries and used by their subscribers or members of the public for ordering copies.
- 7.2 Members of staff in the Interlibrary Loan Department must adhere to the following:
- a) A copyright warning must be prominently displayed in offices dealing with interlibrary loans.
 - b) A smaller version of the copyright warning, in a font not smaller than 8 points, must be attached to every photocopy distributed.

8. PHOTOCOPYING ROOM

- 8.1 A copyright warning must be prominently displayed close to all photocopying machines.
- 8.2 If staff become aware that the cumulative effect of copying goes beyond the principle of “fair dealing” and that an unreasonable portion of a book or periodical is being copied, in terms of the Act, it is their responsibility to stop such photocopying.

9. PROCEDURE TO OBTAIN PERMISSION TO COPY

- 9.1 DALRO (Dramatic, Artistic and Literary Rights Organisation) is an agency with a mandate from publishers to collect royalties on their behalf. All copyright clearance by the university is conducted through them. Since DALRO has the right to grant copyright permission on behalf of most publishers, direct negotiations by UJ with representatives of such publishers in this regard are therefore not regarded as valid.

9.2 To clear copyright, academics apply to the Copyright Office for permission to use sections from published works, whether for placement on the UJ course management system (ULink), for use in study guides and other study material. Application forms can be found on the library website under “services, copyright.”

9.3 A list of publishers who do not license through DALRO can be found on the library website under “services, copyright”. If an academic uses publications of publishers not appearing on the DALRO list, the academic has to send the details of the relevant publisher to the Copyright Office.

10. POLICY REVIEW

10.1 This policy will be adapted as needed and fully reviewed every five years

