

Selling Teaching Materials at the Charles Darwin University Bookshop

How to ensure the printed or electronic notes you compile for sale to your internal and external students reaches them cheaply and in good time, together with a brief description of your obligations under the Copyright Act 1968

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Useful Contacts

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| Uniprint | Michael Gough Lee-Anne Kelly | 6027 6323 | michael.gough@cdu.edu.au lkelly@cdu.edu.au |
| CDU Bookshop | Megan Nevelt Michael Aldenhoven | 6152 6979 | megan.nevelt@cdu.edu.au michael.aldenhoven@cdu.edu.au |
| CDU Copyright Officer | Ruth Quinn | 6192 | ruth.quinn@cdu.edu.au |
| Learning Resources Production Co-ordinator | Dahlia Docherty | 6569 | dahlia.docherty@cdu.edu.au |

1. Teaching Materials – What are they?

Teaching materials are usually readings, course notes, or handouts and can be broken down into a variety of categories of both original material and compilations of existing material. The teaching materials under discussion in this document are limited to those materials that are to be distributed to students via sale through the Charles Darwin University Bookshop.

The Learning Resources Production people at LRD produce and distribute course packs for students enrolled in external units. The contents of course packs are not generally for sale in the University Bookshop.

Original material may include:

- ◆ Material written by lecturers because there was no suitable textbook available.
- ◆ Draft chapters of a proposed book.
- ◆ Work sheets, worked examples or laboratory notes.
- ◆ *Course outlines, timetables, reading lists and other materials that DEST has determined should be provided free to enrolled students.*

Compilations of existing materials may include:

- ◆ Copies of chapters or parts of chapters that may replace a textbook but usually supplement the prescribed textbook by replacing the wider reading list.
- ◆ Selected primary source documents where the original texts are not readily available or are out of print.
- ◆ Copies of journal or newspaper articles, maps or graphs.

Teaching material is usually printed hard copy, bound, shrink-wrapped or stapled. However, depending on the source of the material, it could also be distributed electronically via CD or a website. Regardless of the medium, copyright obligations must always be met and a sale will most probably be transacted.

2. Copyright Obligations

COPYRIGHT and PRINTED COURSE PACKS

Are you including any copyright works in the material you send to students? Copyright works include literary, artistic, musical and dramatic works, regardless of format, eg books, journal articles, plays, and music, as well as web sites and electronic resources. They also include films, sound recordings, published material and public performances. The main implication is that the copyright owner (usually the author, maybe the producer or publisher) has the right to reproduce a work (ie: via photocopying, recording, scanning etc), and the right to communicate that work, (eg broadcast, transmit, e-mail, etc). No one else has these rights over a work unless they seek permission, adhere to the provisions within the Copyright Act in regards to *fair dealing* or *Library usage*, or has a statutory license to do so. The fair dealing provisions and the statutory license are the ones you need to be most aware of when preparing material for student course packs in print form.

The **fair dealing provisions** allow an individual to use copyrighted material for certain specified purposes, such as research or study. In general, copying 10% **or** one chapter of a published work, 10% of the words of a web site, or one article from a periodical (2 or more if articles on same subject matter) is deemed by the Act to be fair for the purposes of research or study. This means if a chapter is more than 10% you can copy it under the fair dealing provision, but no more of that work is to be copied. If a chapter is less than 10% of a work, then more of that work can be copied, but only up to a total of 10%. Copyright owners do not receive payment for this photocopying.

The **statutory licence** contained within the Copyright Act allows educational institutions to make multiple copies of any copyright works for educational purposes of the institution. The fair dealing provisions outlined above still need to be adhered to. Copyright owners receive payment for this form of copying, which CHARLES DARWIN UNIVERSITY deals with at the organisational level with an agreement with CAL, the Copyright Agency Limited.

If you have any further queries regarding copyright, please contact the University's Copyright Officer, Ruth Quinn on the contact details below:

Ruth Quinn, Director Learning Resources Division
X6192 e-mail: ruth.quinn@cdu.edu.au

Please note:

- ◆ It is the responsibility of the person compiling the material to ensure the copyright of the author/owner is not being infringed.
- ◆ When you check the box for copyright on your printing requisition Uniprint abrogates all responsibility and assume you have permission for the printing job you are ordering.

3. Costing & Ordering your Teaching Materials

Presentation of Material

Please consider type of binding, hole punching, stapling and one or two sided print jobs, colour copies – all have different prices. Contact NTUniprint for information about format, design and layout if you are starting from scratch. Be aware that it is difficult to sell notes that have been photocopied from poor quality originals.

In the CDU Bookshop we have found the most efficient format for notes is to print both sides of A4 paper, punch three holes in left margin and shrink-wrap in plastic.

If the teaching material is in electronic format you may consider presenting it on CD as this is much cheaper than paper.

Costing the Job

When you have decided on the material and know exactly how many pages to be copied and the binding required **Uniprint could provide a quotation of cost and a delivery date.**

Ordering the Job from Uniprint

To order a printing/ photocopy/cd job from Uniprint you will need a Printing Service Requisition, an original copy of the material you want copied and the authorised use of a cost code.

The printing req provides Uniprint with:

- ◆ all the specifications for the job,
- ◆ funds to pay for the job
- ◆ delivery information
- ◆ and puts the copyright responsibility to the requisitioning officer.

You should not submit a printing req until you get:

- ◆ a firm/written quotation from Uniprint
- ◆ are confident all copyright permissions necessary are received
- ◆ have used your best efforts to estimate number of copies required.

Cost Codes - funds for print jobs

Charles Darwin University faculties fund printing expenses by School or Project. Administrative staff in schools or divisions can advise the cost code needed and the authorising officer.

4. Selling Teaching Materials through the University Bookshop

To ensure your faculty or division is reimbursed for notes sold in the Bookshop please provide an internal journal transfer to the Bookshop listing Print Job Number, Title of Notes, Unit Code, cost and delivery date. This journal transfer acts as an invoice, which is “paid” as soon as stock is received. NB The Bookshop will claim back from the faculty any unsold copies at the end of each semester. If notes are to be used in subsequent semesters please advise **Michael Aldenhoven in the Bookshop**.

To ensure the teaching materials are put out for sale at the right price to the right students in good time please provide the following information to the Bookshop. The Bookshop **cannot sell any stock without this information**.

email bookshop@cdu.edu.au

- ◆ Title of the Notes/Readings/teaching materials
- ◆ Unit name and Unit Code
- ◆ Semester
- ◆ Expected enrolment
- ◆ Name of Lecturer or course co-ordinator responsible for creating the teaching materials and its copyright
- ◆ Cost price of notes if an Internal Journal Transfer has not already been supplied.

The Bookshop will then be able to

- ◆ Enter the information on our database to advise students of expected delivery date and price by unit code.
- ◆ Be aware if there is a blowout in student numbers and advise the creator to re-order.
- ◆ Put the notes immediately into stock at the right price as soon as they are delivered.

If teaching materials are set and confirmed two or three semesters in advance they could be printed in quantities which would make them a lot cheaper than they are now, and they would also be traded in the 2nd hand market.

GST - to date there is no GST on materials sold for educational purposes that will be consumed during the course of study. Please ensure your document includes a blank page headed “Notes” to ensure the student consumes the teaching material during the course of study.

University Bookshop retail margin. The Bookshop will add 25% to the cost price of all University produced teaching materials to cover the cost of recording, storing & selling items. This margin does not allow for any profit from these transactions.