



# CURTIN UNIVERSITY LIBRARY

## Incarcerated Students and Teaching Resources

This resource provides advice to Curtin University staff involved in the selection of teaching resources and the delivery of teaching to incarcerated students.

This student group provides a range of unique challenges, including the problem of accessing teaching materials. Students at Curtin are generally expected to have access to the internet; students studying while incarcerated may not be granted internet access, may be only given access to pre-downloaded content, or may have monitored internet access. The license agreements and copyright restrictions on standard teaching materials means the divide between the two student groups can be difficult to navigate. These restrictions create the need for careful selection of suitable resources early, so they can be delivered easily later on without copyright infringement.

Incarcerated students being provided with materials access them in some combination of the following methods:

1. Students have free access to the internet and may retrieve materials as needed
2. Students have access to a set of restricted websites through the internet, including Blackboard
3. Students have no access to the internet, but may access electronic materials (from a CD-ROM or USB on a PC with no internet connection)
4. Students have no access to computers and are given materials only in printed formats

Students in the first category can be given materials in the same way as a off-campus student: scanned text documents are provided through [Reading Lists](#) which is accessed via the Blackboard unit; audiovisual material through the various licensed streaming platforms from the Library or by linking from Blackboard to freely available online video platforms (e.g. YouTube).

Students in the second category should be able to access scanned text documents provided through Reading Lists which is accessed via the Blackboard unit. If students are able to access links to YouTube and the streaming platforms subscribed to by the library, providing audiovisual content to them should be done that way. Otherwise, alternate resources will need to be selected; please see [Selecting Resources](#) below for more information.

Students in the third and fourth categories will usually require a copy of the resources be made for them – either an electronic copy (on CD-ROM, USB or other medium) or hardcopy (printed materials). For students in these categories, please refer to [Selecting Resources](#) below.

## **Selecting Resources**

When teaching resources are downloaded and copied to another storage format or into a physical format for a student, this is referred to as an “**offline copy**” – the material that was initially accessed through the internet is now able to be accessed offline. Due to various contractual and licence agreements usually held between the Library and large content providers, Curtin staff are often explicitly prohibited from making offline copies. Therefore, it is important to source materials that are able to be copied offline so that staff are less likely to breach these agreements.

The easiest way to find materials suitable for offline copying is to ensure the material you are copying is openly licensed content. The next best way is to select from the list of library licensed resources that allow offline copying that is provided below.

There are also provisions outlined below for copying ephemeral materials and for seeking direct permission when offline copying is prohibited.

## **Openly Licensed Material**

The easiest material to reuse is content that has been given a Creative Commons (CC) license. These licenses are applied when the creator wants to pre-approve a range of reuses – there are 6 different licenses, all of which will allow copying and reproduction to any format or medium for educational purposes. Finding material that has a CC license can sometimes take some effort, but the ease with which you can reuse the material usually offsets the time expenditure.

1. Open access journals and publishers will often be licensed with a CC license – DOAJ (<https://doaj.org/>) maintains a list of open access journals useful for seeking open access journal articles.
2. A good place to start seeking images or music is the Creative Commons Search: <https://oldsearch.creativecommons.org/>
3. Videos can be found through YouTube videos that have a Creative Commons license by filtering for Feature: “Creative Commons”. This tutorial video demonstrates this: <https://www.youtube.com/watch?v=b7UZELUnow>

## **Select Library Licensed Resources**

Online resources provided by the Library are subject to contractual and licensing agreements – these licence agreements override the standard allowances provided by the University’s Statutory License. Currently the contractual agreements from many content providers explicitly prohibit the offline copying of materials for students.

For students who have online access to library databases, links to any licensed resources can be added to a Reading List; please note - this does **not** mean these resources are permitted for offline copying.

Below is a list of the major multidisciplinary databases provided by the Library that **permit** making offline copies by Curtin staff for teaching purposes. This is not a comprehensive list and licence terms are subject to change, but is accurate as of February 2020.

Materials from the databases listed below can be downloaded to another medium or printed and provided to enrolled Curtin staff or students but must be related to a specific course of study and limited to copying reasonable or minimal amounts of the material (one article per journal issue and 10% of the words or one chapter of a book, whichever is greater) or limited as outlined in the Conditions.

If you need to reuse content from one of the discipline specific databases listed in the [Databases A-Z list](#) but not mentioned below, or any other licensed material, you must seek confirmation from the Copyright team if the material in that database allows offline copying.

It should be noted that two popular databases, ProQuest and EBSCOHost **do not** allow offline copies to be made.

**The follow resources permit making offline copies as outlined in Conditions.**

<b>Resource Name</b>	<b>Conditions</b>
<a href="#">Alexander Street Press</a>	May make limited numbers of print or electronic copies of <b>text</b> portions only
<a href="#">Annual Reviews</a>	May send one copy by email, print or fax to one person at another location for their personal use
<a href="#">Emerald</a>	May make print or electronic copies as long as use is for the purpose of instruction. Copies must include the following acknowledgement: <ul style="list-style-type: none"><li>• Title and author of extract</li><li>• Identify Emerald as copyright owner</li></ul>
<a href="#">Factiva</a>	May distribute individual articles on an occasional and infrequent basis only. Must attribute the author or provider of the article.
<a href="#">Informit</a>	May provide a single print or digital copy to a Curtin staff or students
Nature Publishing Group	Teaching staff only may reproduce individual articles in hard copy print format as part of a course of study. Electronic copies not permitted.
<a href="#">Project Muse</a>	May distribute a print or electronic copy of individual articles or items to a Curtin staff or student
<a href="#">SAGE Journals</a>	May print or digitally copy a ‘reasonable amount’

Resource Name	Conditions
<a href="#">Science Direct</a>	May provide print or electronic copies of individual items to a Curtin staff or student
<a href="#">Wiley Online Library</a>	May download and print multiple copies to be distributed to students

### **Other Text Materials (Statutory License Copying)**

For text materials that Curtin does not license, the material can still be provided under the Statutory License.

This material should be added to Reading Lists regardless of the method of delivery (online access or offline copying), but you will need to notify the Reading Lists team ([readinglists@curtin.edu.au](mailto:readinglists@curtin.edu.au)) when adding material you intend to make offline copies of so that they can let you know if you are using databases that are prohibit offline copying. Once the copying limits have been checked and the citation is marked as “Complete”, the material can be downloaded to another medium or printed and provided to enrolled Curtin students.

If you are providing a digital version of the offline copy (e.g. via USB or CD-ROM), you’ll need to include the [electronic warning notice](#) before any material copied. If you are providing hardcopy materials (printed documents), no warning notice is required.

### **Ephemeral Materials**

Curtin teaching staff often use ephemeral materials for teaching purposes – these are generally freely distributed and may include general promotional material, press releases, information from public websites and similar content.

Such material is still covered by the statutory license, which allows Curtin to reproduce a limited amount for teaching purposes without permission. When reproducing this type of material electronically, Curtin staff should include the [electronic warning notice](#) with the material and seek to remain under the copying limit (generally 10% of a work). If you hope to exceed these limits, you should refer to the website terms of use to confirm whether you can reproduce the content for educational purposes. If not, you can directly seek permission for copying the content with the copyright holder, as outlined below.

### **Seeking Permission for Copying**

If material is considered critical to the unit and does not permit copying, Curtin staff can contact the copyright holder directly and ask for special permission for the content to be provided offline. While this process of obtaining permissions can be more time consuming and must be obtained and retained in writing for each work, many copyright holders will give permission due to the special circumstance.

Please contact the Copyright team if you would like advice or assistance in this process.

### **Questions**

If you have any questions about the above information, please contact the Copyright Officer – <http://copyright.curtin.edu.au/contact/>

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