



COPYRIGHT AGENCY LIMITED

UNIVERSITY PRINT & GRAPHIC COPYING SURVEY

Published Material Record Form

Use this form when copying published material.

Answer each question below, staple a copy of the publication details to this form and place the completed form in the tray provided.

1. Uni Date

2. Department

3. Your name

4. Number of published pages copied (a)

5. Number of copies of each page (b)

6. Total copies made (a x b)

7. Who will get these copies? (tick all that apply)

Ensure numbers add to number given in Q5 above.

If unsure of breakdown please give best estimate.

☐ INTERNAL Students

→ indicate number of copies

☐ EXTERNAL Students

→ indicate number of copies

☐ STAFF (this may include yourself)

→ indicate number of copies

8. Are the copies to form part of a collection of readings or course pack or a similar collection to be issued as a set to students or staff? (NB these packs do not include collections of media clippings made for staff.)

☐ Yes

☐ No

9. What have you copied? (tick one of the three boxes below and follow the instructions provided):

☐ A single published work

(e.g. a book, a journal article, an artwork etc)

You need to attach enough information to identify the copyright owner in the work you have copied.

- 1) Make a copy of the bar-coded international standard number (ISBN on the back of a book, ISSN on the front of a magazine or journal, or ISMN on a piece of music) and staple the copy to this form. If the work does not have an international standard number: make a copy the publication details (on the reverse of the title page in a book or the cover of other works, e.g. the cover of the journal or magazine) and staple the copy to this form. AND
- 2) If you are copying a work from a collection of works (e.g. an article from a journal or magazine or a chapter from an anthology) make a copy of the first/title page of the article or chapter and staple the copy to this form.

NOTE: If you are copying PRINT MUSIC or ARTWORKS make sure the composer or visual artist is identified.

☐ Newspaper

Make an additional copy of the article and fill out the details below. Staple the copy to this form.

Newspaper name:

Publication date: / / Page no(s):

Title of article/item:

☐ Multiple published works

Make an additional photocopy of the material you are copying, along with any identifying information, e.g. ISBN barcodes etc. Staple the copy to this form.

10. Does the material to be copied contain artworks or drawings? (e.g. cartoons, graphs, illustrations, maps etc)

☐ Yes → Attach a full copy of the material being copied (if not done already), AND attach a list of illustrations / diagrams if it exists.

☐ No