

## Guidelines for recording lectures for UniSA students

Resource	Can I?	Conditions / Restrictions
Short Quotes / Images	<ul style="list-style-type: none"> <li>Include images in my lecture PowerPoints which will be captured in the lecture recording?</li> <li>Include short quotes in my lecture PowerPoints which will be captured in the lecture recording?</li> </ul>	<ul style="list-style-type: none"> <li>Images must be attributed.</li> <li>Display the <a href="#">Copyright Notice</a> on first slide</li> <li>Quotes need to be attributed.</li> </ul>
Films, documentaries, TV and radio broadcasts.	<ul style="list-style-type: none"> <li>Include an Australian television or radio broadcast in my lecture which will be recorded?</li> <li>Include a radio podcast in my lecture which will be recorded?</li> <li>Include a commercially purchased DVD or VHS in my lecture which will be recorded?; OR</li> <li>Include a video clip downloaded from the internet to show in my lecture which will be recorded?</li> <li>Include a podcast downloaded from the internet in my lecture which will be recorded?</li> </ul>	<ul style="list-style-type: none"> <li>Any Television or radio broadcast originally aired as free-to-air can be copied and made available online under the <a href="#">Educational License</a>.</li> <li>Podcasts of free-to-air broadcasts can be copied and made available online under the <a href="#">Educational License</a>.</li> <li>Permission needs to be sought from the copyright owner. <a href="#">Request Permission</a></li> <li>Permission needs to be sought from the copyright owner. <a href="#">Request Permission</a></li> <li><b>NOTE:</b> Permission does not need to be sought for videos published under a Creative Commons licence.</li> <li>If the podcast was originally aired as a free-to-air broadcast, can be copied under the <a href="#">Educational License</a>.</li> <li>For all other podcasts, obtain written permission from the copyright owner. <a href="#">Request Permission</a></li> </ul>
Music (sound recordings)	<ul style="list-style-type: none"> <li>Include ©music in my lecture which will be recorded?</li> <li>Download music from the internet to include in my lecture?</li> </ul>	<ul style="list-style-type: none"> <li>Music used in reliance on the University's Music Licence may be recorded, streamed and downloaded for analysis, review, or to complete an assignment and access <b>MUST</b> be restricted to UniSA staff and students.</li> <li>Music obtained under contractual or other licensing arrangements must be used in accordance with the terms and conditions of the licence under which the music was obtained.</li> <li>For all other music, written permission must be obtained from the copyright owner. <a href="#">Request Permission</a></li> <li><b>MUST</b> be from a legitimate commercial supplier, such as iTunes and access <b>MUST</b> be restricted to UniSA staff and students.</li> </ul>
Textbook Publisher Resources	<ul style="list-style-type: none"> <li>Include supplementary materials provided by the publisher in my lecture which will be recorded?</li> </ul>	<ul style="list-style-type: none"> <li>Permission needs to be sought from the copyright owner. <a href="#">Request Permission</a></li> </ul>
Students	<ul style="list-style-type: none"> <li>Include their image or voice in my recorded lecture?</li> </ul>	<ul style="list-style-type: none"> <li>Students should not be readily identifiable.</li> </ul>
Guest Lecturers	<ul style="list-style-type: none"> <li>Record a guest lecturer and distribute their presentation?</li> </ul>	<ul style="list-style-type: none"> <li>You will need signed copies of each of the following:                             <ul style="list-style-type: none"> <li><a href="#">Talent Release form</a></li> <li><a href="#">Copyright Release form</a></li> </ul> </li> </ul>



### Warning! Before uploading lecture recordings to YouTube...

...you might have presented the lecture, but this doesn't necessarily mean you have the right to make your lecture and PowerPoint available on YouTube. Think carefully about what will be showing in your lecture – A sound recording? A clip from a film? The provisions in the Copyright Act that allow you to use this material in your lecture don't cover you for making it available on platforms such as YouTube where anyone can access it. You might be able to put up the lecture if you edit out the material, but remember - if your lecture is comprised of teaching material that you've created, it's likely that the University will own copyright, not you, so you may need the University to provide permission before you can upload it.

For more information refer to the [Copyright Website](#) or [Ask the Library](#)