



University of
**Southern
Queensland**

22 July 2022

Copyright Guides

Seeking Permission (Staff)

There are different copyright implications to consider when preparing course materials, research outputs and university business. In circumstances where your use of copyrighted materials is not covered by licences UniSQ has access to and secured or one of the exceptions in the Copyright Act 1968 (Cth) you will need to get direct permission from the copyright owner.

The below guidelines will assist you in determining when and how to seek permission. Any correspondence with a copyright owner should be tracked and signed permissions sent through to the copyright services team for storage in Content Manager.

**How do I seek
permission?**

Permissions Requests

If you need to use something for University purposes and your use is not covered by an exception in the Act, the Copyright Services team can help. The Copyright Services team have several bespoke permissions pro formas for you to choose from dependent on how you wish to use the copyrighted materials. Simply download the pro forma from our SharePoint site, insert the required details and send to the copyright owner. Gaining permission may take weeks or months, and the copyright owner may request payment

The Copyright Services team are happy to provide advice and assistance.

Assistance with Requests for Permissions

If you require assistance with seeking permission, please contact the [Copyright Services Team](#) with the following information:

- a full citation for the work you need
- how much you want to use (e.g. word count/chapters/page numbers/description)
- how you want to use it (e.g. on StudyDesk, in a video, at an event)
- who will be accessing the content (e.g. public, staff and students only, invited guests)
- If students how many will be accessing the content (ie., average enrolment numbers for the course etc)
- how long do you intend to use or make the content available for? (e.g. one-time event, ongoing, two months, etc)
- What steps you have taken so far to secure permission or rights to the content.

Seeking additional permission for library subscribed content

The databases that the library has a subscription to have accompanying licenses which state how these resources may be accessed and for what purpose. If you want to use library database content in any way, other than linking to in your Course materials, we can request permission from the publisher. Contact the [Copyright Services Team](#) for more information.

Considering alternatives

It's worth considering alternatives such as Open Access or Creative Commons licenced materials because permissions are often short term and require re-negotiation and ongoing fees. Avoiding permissions will ensure that the content in your subject is more sustainable.

Consider talking to your liaison librarian about what you want for your students. They can work with you to help find alternative resources.



UniSQ

Using a Permissions Service.

Permissions Services

Some publishers or copyright owners will automatically refer you to the Copyright Clearance Center's Rightslink which is an online permissions and licensing service. Most abstracts and articles will have a link that prepopulates a permissions form otherwise you can search for the content yourself through Rightslink.

If you cannot complete the request via Rightslink, you should search the publisher's website for a permissions, rights or copyright officer and email your request with the subject line "Non-Rightslink permission Request" and advise:

- the details of your request in the email, and
- why your permission was unable to be processed through Rightslink.

Once Rightslink has generated a quote, you may submit your form. You will be prompted to provide details for billing and sending the licence. You may need to seek authorisation from your school to proceed. Rightslink requests are generally processed within 24hrs.

Read your grant of license carefully as it will contain important information as to the conditions of your licence - including how the publisher would like to be attributed. You must abide by these conditions as part of the contract between you and the publisher. If you do not understand the terms and conditions of the licence please contact the Copyright Services Team who may be able to explain them to you.

Getting Help:

We are here to help! For copyright support contact copyright@usq.edu.au



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[unisq.edu.au](https://www.unisq.edu.au)

info@unisq.edu.au