DISTRIBUTING COURSE READINGS
How to comply with the Copyright Act?

A Step by Step Guide for Faculty

Li Ka Shing Library
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Course Support Services
Email: mailto:css@smu.edu.sg

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PART 1: REQUEST FOR COURSE READINGS

1.0 Various channels to deliver course content

a) Course Reserves books
The print books are in the Course Reserves Collection of the Library. Ebooks are available online and can be accessed anytime, anywhere.

b) Use a reading list (word document) which links to electronic resources in the Library

c) Electronic readings on the Learning Management System (LMS)
In this approach, materials that falls within the copying limit is scanned and posted on LMS. This is applicable to readings which are covered in the CLASS agreement.

d) Hardcopy Course Packs
This is the tradition channel of delivering course content, where the reading materials are compiled and printed in hardcopies and sold to students. This method is adopted only for readings that can only be distributed in hardcopy.

2.0 Copyright Act

Each faculty is required to comply with the Singapore Copyright Act.

2.1 Copying Limits

Periodical (e.g. magazines, journals)
- Only one article in a periodical publication (i.e. per issue)
  OR
- More than one article only if all articles copied are on the same subject matter

Non-Periodical (e.g. books)
- Up to 10% of the number of pages in a book
  OR
- Up to 10% of the total number of bytes in an electronic edition of a book
  OR
- 1 chapter of a book (even if the 1 chapter exceeds 10% of the number of pages in the book)

### 2.2 Multiple Copying versus Fair Dealing

<table>
<thead>
<tr>
<th>What am I copying for?</th>
<th>For personal research and study (Fair Dealing)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For teaching (Multiple Copying)</strong> e.g. course pack, handouts in class</td>
<td></td>
</tr>
<tr>
<td>Payment:-License fees must be paid regardless of whether the reading material is copied within copying limits.</td>
<td></td>
</tr>
<tr>
<td>Materials covered by CLASS agreement (refer to section 2.3) has been prepaid by SMU if they are copied within the copying limits.</td>
<td></td>
</tr>
<tr>
<td>Copyright Forms:- Need to fill Copyright Forms.</td>
<td></td>
</tr>
<tr>
<td>Copy outside the copying limits will be expensive. Permission must be obtained from publishers or copyright owners. Similar Copyright forms must be filled.</td>
<td></td>
</tr>
<tr>
<td><strong>Payment:</strong>-It is free provided that: a) there is only one copy made b) the reading material is copied within copying limits c) the copy is for personal use only</td>
<td></td>
</tr>
<tr>
<td>Copyright Forms:- Not necessary.</td>
<td></td>
</tr>
<tr>
<td>Copy outside the copying limits is not free. Permission must be sought for copying above 10%, and copyright fees are payable, but no copyright forms need to be filled.</td>
<td></td>
</tr>
</tbody>
</table>
2.3 CLASS Agreement

CLASS stands for Copyright Licensing and Administration Society of Singapore Ltd, which represents authors and publishers around the world and collects copyright licence fees for such authors and publishers. SMU has an agreement with CLASS which allows faculty to photocopy and distribute materials belonging to their CLASS authors/publishers for teaching purposes. As long as faculty keeps within the copying limit when copying CLASS materials, no copyright clearance is needed and no copyright fees need to be paid. The license fees of multiple copying any material cover by CLASS (within copying limits) have been prepaid by SMU. However, the agreement requires all faculty to submit the copyright forms for recording and reporting purposes.

The CLASS agreement covers postgraduate (by coursework only) and undergraduate courses of study. It is not applicable to seminars, executive education and other programmes. Please contact Office of Legal & General Affairs to verify if your programme is covered by the agreement.

Please refer to CLASS publisher list for details.

2.4 Use of Newspaper for teaching

As far as possible, encourage the students to download a copy of the Newspaper article themselves (from the Library). Electronic newspaper is available in the Factiva database. In any case, always credit the source.

In general, the following use of newspaper article is allowed.

a) Professor shows the original newspaper article in class on the document camera/visualize (a machine that picks up the prints and flashes it on the projector)
b) Professor reads aloud the original article in class.
c) Professor creates own version of the article and cite the original source.

The following actions require payment of copyright fees and permission from publishers or copyright owners.

a) Professor passes copies of the newspaper article in class. At the end of the class, he collects the materials back.
b) Professor passes copies of the newspaper article in class without collecting them back.

Permission needs to be sought for the use of newspaper articles in any published thesis or materials.
In addition, if professors are using the articles for recruitment, annual reports, newsletters or other commercial materials/collaterals, permission needs to be sought and there might be a cost involved.

If in doubt, always contact the publisher. Always cite the source.

3.0 Course Readings Request Workflow

If a faculty decides to produce a course pack or distribute a set of course readings, a request has to be sent to the Course Support Service (CSS), css@smu.edu.sg

A typical workflow of a service request is as shown.

4.0 Request for Course Readings

Run through the following steps to submit a request to CSS.

Please contact the library to purchase resources for the Course Reserves Collection.
If you are distributing materials on your own, you have to submit the copyright forms online (https://intranet.smu.edu.sg/apps/L1SS/CRSearch.aspx?module=CR). This is mandatory for the distribution of CLASS materials. In addition, if you wish to submit a list of reading materials for the library to distribute as scanned chapters and/or hardcopy course packs for your course, please raise your request and fill the copyright forms online as well.

Submit a set of clear, clean ready-to-copy master of each reading material (except for HBS and Ivey cases) to CSS. The deadline of submission is 10 weeks before the start of each term. Request received after the deadline will be processed on a first-come-first-serve basis.

5.0 Processing of request

CSS will run through the readings, identify those which need copyright clearance and discuss with the professors, the best method to deliver the readings to their students. Once the delivery method is confirmed, CSS will prepare the readings for the students. It is possible to deliver readings in a combination of delivery methods.

6.0 Sales of course pack

Hardcopy course pack may be purchased at the Li Ka Shing Library, usually on the first 2 weeks of each new term. CSS will send a notice to Faculty about a week before the date of Sales.

7.0 If you are doing your own distribution of materials (handouts in class)

a) Check if the reading material is in the CLASS list
b) Ensure that all reading materials fall within copying limits.
c) Purchase the copyright license or fees
   - if the reading material is not in the coverage of CLASS agreement
   - if the reading material exceed the copying limits
   Please keep all records relating to the purchase or approval from the copyright owners. Alternatively, you may go online (https://intranet.smu.edu.sg/apps/L1SS/CRSearch.aspx?module=CR) to record your readings and purchases.
d) If you are using a CLASS material within copying limits, submit the copyright forms online via the CRDMS system.
e) Ensure the following notation is on the cover page of each copy made to students
8.0 If you are doing your own distribution of materials (post materials on LMS)

(a) Check if the reading material is in the CLASS list

(b) Ensure that all reading materials fall within copying limits

(c) If the material is not in CLASS list, seek copyright owner’s permission to distribute material electronically (some publisher may not permit electronic distribution)
   Purchase the copyright license
   - if the reading material is not in the coverage of CLASS agreement
   - if the reading material exceed the copying limits
   Please keep all records relating to the purchase or approval from the copyright owners.
   Alternatively, you may go online (https://intranet.smu.edu.sg/apps/L1SS/CRSearch.aspx?module=CR) to record your readings and purchases.

(d) If you are distributing CLASS materials, submit the copyright forms online (https://intranet.smu.edu.sg/apps/L1SS/CRSearch.aspx?module=CR).

(e) Append the last page of this document to the first page of the electronic course readings. Use the same format as the softcopy of the reading material (Word or PDF). Edit the footer of the combined file to include the message “Copy made on behalf of Singapore Management University on <date>. No further reproduction allowed.” The <date> must tally with the declaration date stated on the online copyright forms when you have submitted them online.
   Please contact CSS (css@smu.edu.sg) if you need help.

(f) Upload the electronic course readings to LMS. All course readings must be removed from the Learning Management System at the end of each term.

9.0 Distributing Ivey and Harvard case studies to students

Ivey and Harvard cases must be distributed in print hardcopies. It is possible to distribute Harvard cases electronically. However, this must be done through distributors appointed by the Harvard Business School. Refer to http://hbsp.harvard.edu/ for more information. Students will need to purchase the cases from these distributors and faculty will need to ensure that the intellectual property right of the publisher is protected. Please note that
scanning and distributing the cases electronically on our Learning Management System without permission is not allowed.

Course Support Service distributes Ivey and Harvard cases in hardcopies.

(1) Raise a course reading request and fill the copyright forms online (https://intranet.smu.edu.sg/apps/L1SS/CRSearch.aspx?module=CR).

(2) If a faculty uses only one Harvard or Ivey case, it is possible for him/her to distribute the case studies to student personally. Faculty will need to pay for the materials through Harvard Business Online (http://hbsp.harvard.edu/) or through https://www.iveycases.com/ for Ivey cases.
The following notations must be stamp on the first page of each case.
“Copy made on behalf of Singapore Management University on <date>. No further reproduction allowed.”
The <date> must tally with the declaration date stated on the online copyright forms when the faculty has submitted them online.

For HBS cases:-
"One time permission to reproduce granted by Harvard Business School Publishing. <<date>>"
Print the <<date>> of Harvard’s invoice order next to this notation.

For Ivey cases:-
"One time permission to reproduce granted by Ivey Management Services on <<date>>"
Print the <<date>> of Ivey’s invoice order next to this notation.

(3) It is recommended to distribute HBS or Ivey cases as course pack if more than 2 cases are used. Course Support Service will liaise with Harvard Business Publishing or Ivey Management Services, get the copyright clearance, print the materials and sell them to students (selling price includes copyright fees, printing/binding and admin cost).

**Faculty access for Harvard and Ivey cases:**
Faculty can view cases on-line, and print single samples for their own personal use in assessing the suitability of the material for possible teaching purposes. They will need to register for a faculty account in the following website.

- HBS case/Harvard Business Review

- IVEY case
  [https://www.iveycases.com/](https://www.iveycases.com/)
PART 2: REQUEST FOR COURSE TEXTBOOKS

You can recommend textbooks used for your courses to be made available in the library for your students. Core texts are placed in the Course Reserve Collection for two-hour loan or 3-day loan by students while supplementary texts in the Lending Collection for three-week loan.

(1) Identifying the main texts that you want to place in the Course Reserve Section and Lending Collection

(2) Submit your new requests the library. Please provide the following information which is necessary for the Library to process the request. Please also indicate if you want the book in the Course Reserves or Lending Collection.

- Course Name
- Course Code
- Estimated Number of Student
- Book Title, Author, Edition, Publisher, Year

(3) If the book you are requesting is already in course reserve, alert us so that we could ensure it remains in the collection. Likewise, let us know if a book is no longer needed on course reserve.

(4) Please note that suppliers may not be able to fulfill out-of-stock material even if we rush the orders. Out-of-stock titles may take 8 weeks or more to arrive. If we determine that a book is out of print, we will ask you for an alternative.

(5) The library will normally acquire 1 copy per title. A second copy will only be purchased if there is a demand.

(6) For book titles which you would like the students to purchase as part of the course, please contact Booklink (the SMU bookstore) directly to bring in the stocks.

Email: booklinkpl.smu@gmail.com

Tel: 6883 2095
IMPORTANT NOTICE

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