

SUMMARY OF DALRO MANDATE REGARDING COPYRIGHT DURING COVID-19

Please note further to the DALRO/PASA mandate attached in this email, please take note of the following.

As per page 2 regarding Publisher's assistance to Universities during COVID-19

Affected Materials-

1. Ancillary materials

Refers to all materials that you would have acquired from publishers to use for teaching/demonstration purposes in the class room, eg, slides, presentations, questionnaire's, solutions etc. These would have been used by academics only during lecture times in class rooms. These materials would not have been distributed to the students but rather used only as a demonstration. The concession we now receive is that you will be able to distribute these materials without infringing copyright. These materials can now also be used in audio-visual tutorials and teaching sessions using any of our electronic modes, ie Moodle, Skype, Zoom etc. Please note that material you distribute must be cited correctly. You can also visit the PASA website updates for material that will be made available.

<http://www.publishsa.co.za/industry-news/covid-19>

If there is a need to use materials that are not listed on the web page, then please send such request to the Copyright Consultant (Mr Phalad), via the Copyright Application Form (attached) and such request will be processed via the office. This will be processed as per Copyright Blanket Licence held by UKZN.

2. Printed materials not available digitally that UKZN need to digitize.

The materials being referred to here are all the items(in print format) that would have been available in the library which the students would have been able to access themselves be it from the reserve section or open book shelf.

Before the academic digitizes these items for distribution, please check if the items are already available in electronic format by the publishers who may have made works available under a digital license e.g. JSTOR or PROQUEST, for which UKZN holds such license. If the materials are available then please complete the Copyright Application form and email to the Copyright Consultant to request permissions. Please note that normal limitations apply in these cases, i.e. 10% or one chapter of a text, one article per journal. Please note that the Blanket Licence for Copyright that we currently have will cover these applications and you do not need to wait for me to approve before you can distribute, but remember it is compulsory that you complete the copyright form and submit to the Copyright Consultant for all materials that you want to distribute.

If you require more than the allowed limitations, then these applications will be treated separately on a case by case basis and you have to wait for the Copyright Consultant to grant permission first prior to distribution.

3. Digital material available under a restricted university wide licence that need to be accessed remotely.

The material being referred to here are already licenced digital material, e.g. if UKZN has a licence subscription agreement for a particular journal which is housed in the library for electronic access. These materials can now be hosted on the university electronic systems e.g. Moodle, however we need to make an application for an emergency licence. Once again complete the application form and submit to the Copyright Consultant.

PLEASE REMEMBER TO CITE ALL WORKS AS PER DALRO DOCUMENT.

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FOR ANY QUERIES PLEASE CONTACT THE COPYRIGHT CONSULTANT AS PER BELOW

Randy Phalad

Contracts Management & Copyright Consultant

Legal Services

VC House

University of Kwazulu-Natal

Westville Campus

Tel + 27 31 2607455

Fax + 27 2603581

Cell No. 083 327 9846

Email – phaladr@ukzn.ac.za

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