

Policy on copyright for education organisations

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INNOVATION & EMPLOYMENT**
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1. Purpose

This document explains Standards New Zealand's copyright policy for education organisations.

This policy outlines what copying actions are permitted in educational organisations and how we will allow copying of a Standards New Zealand standard (including a standard, handbook, guideline or other document available from us).

An "education organisation" is defined as:

- a school
- a tertiary education institution
- an industry training organisation
- a for-profit training provider
- a quality-assured community education provider
- an individual teacher at any of the above who is acting on behalf of the education organisation.

This policy ensures that Standards New Zealand provides consistent advice.

2. Policy summary

If an education organisation wishes to copy a full or partial Standards New Zealand standard that it has purchased, we will offer a copyright licence for the copying of that original document for educational purposes, rather than requiring the education organisation to purchase multiple copies. We require full information from the education organisation that describes the standard, how many students will be given copies and how they will be provided the material. We may charge a fee for this licence.

3. Who we are and what we do

Standards New Zealand is the national standards-setting body for New Zealand, and assumes responsibility for New Zealand membership of international standards organisations including the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC).

We are a business unit within the Ministry of Business, Innovation and Employment and operate under the Standards and Accreditation Act 2015. The Act states that we may charge fees to recover the costs associated with developing and providing access to New Zealand standards.

Developing a new New Zealand standard takes time and resources. A project to develop a new standard is commissioned by an interested party. Standards are developed by a development committee of volunteers who offer their valuable time and significant technical expertise to develop the standard. Although through our international connections we may be able to adopt an existing standard and tailor it to New Zealand requirements, there are many costs for Standards New Zealand, including:

- project management
- hosting infrastructure
- editing and publishing costs
- cost of international memberships and royalty payments, and
- providing access (such as maintaining our web shop and responding to customer queries).

To recover these costs, we charge fees for access to our publications. We only seek to recover the actual and reasonable costs of providing our services. The fee for accessing a standard reflects the up-front costs we incur balanced with the sales we can anticipate in the future. Sales allow us to continue to develop and provide access to new New Zealand standards.

4. Standards are protected by copyright

To maintain the integrity and credibility of our content, all of our publications are protected by copyright. Copyright gives us the exclusive right to control reproduction of our works. When users access or purchase our standards there are strict rules they have to comply with.

If required, we may under licence allow copying of some or all of a standard for a set purpose and there may be a fee for that licence. To maintain sales we do not usually allow copying that makes a whole document available to a third party for free.

5. Provisions in the Copyright Act

There are permitted actions in **section 44 of the Copyright Act 1994** for educational copying. We recommend that students, teachers or education organisations check the Copyright Act first to consider whether their use of a standard does or does not infringe copyright.

6. Policy: copying for educational purposes

Policy to apply to New Zealand standards only

In certain circumstances we will consider special usage for education organisations. The following policy will apply consistently but only to standards (and other documents) that we have developed and own full copyright in. This does not apply to joint Australian/New Zealand standards or international standards. As we may have royalty obligations to our international partners, we cannot guarantee that we can apply this policy to joint or international standards.

Copying a whole New Zealand standard

If an education organisation has legitimate access to a standard, such as through a hard-copy purchase, purchase of a PDF, or through an Online Library subscription, we will offer a copyright licence for the copying of that original document for educational purposes provided the copies are destroyed at the end of the education or training course. We may charge a fee for this, see *Pricing of a copyright licence* below. We reserve the right to undertake an audit to check that the copying is limited to the approved number of copies and that they have been destroyed at the end of the teaching period.

Copying part of a New Zealand standard

If an educational organisation has legitimate access to a standard, such as through a hard-copy purchase, purchase of a PDF, or through an Online Library subscription, Standards New Zealand will consider granting a copyright licence to permit the use of extracts for educational purposes. Using a small part of a standard can be a simple and inexpensive way to be consistent with best practice, but taking a large part from a standard out of context can be risky. We are unlikely to approve use of more than 20% of a standard. Again, we may charge a fee for the copyright licence.

Information we require

The educational organisation will need to provide us with:

- the reference number of the standard or other document they wish to use
- the pages, figures or tables that they wish to use
- what the students will be using it for and how they will be given it (for example, copies of a PDF, hard-copies of the standard, or available on a web-based teaching platform)
- how many students they need it for
- whether the students will keep the copy or retain access at the end of the teaching period.

Pricing of a copyright licence

We may charge a fee for the copyright licence – we're committed to keeping our fees reasonable. Our fee is based on the retail cost of the standard multiplied by the number of copies required. For pricing a licence for copying extracts or parts of standards we consider the proportion of the standard being used. We reflect in the fee the educational nature of the licence and the reduction in our administration costs.

7. Queries?

For more information about Standards New Zealand please visit our website www.standards.govt.nz.

For questions about copyright please contact copyright@standards.govt.nz.

