



## UNIVERSITY OF THE WESTERN CAPE LIBRARY COPYRIGHT & ONLINE COURSE RESERVES GUIDELINES

### Introduction

The course reserves service provides online access to course materials such as articles, book chapters and other electronic documents. Course reserves are subject to licensing agreements between UWC and the respective publishers represented by the Dramatic, Artistic and Literary Rights Organisation (DALRO) in line with the South African Copyright Law (Act 98 Of 1978) and applicable guidelines.

Universities have increasingly turned to online learning as a form of business continuity during the lockdown period due to Covid-19 pandemic, as a consequence a marked increase in the need for online distribution of licensed and other works for remote access by students and teaching staff is experienced.

To this end, the Publishers' Association of South Africa (PASA) and the Dramatic, Artistic and Literary Rights Organisation (DALRO), introduced procedures to reproduce licensed works by higher education institutions in South Africa. These measures apply to:

- Printed materials not available digitally that universities need to digitise now for access on secure electronic networks of the university i.e. iKamva or the Libraries course reserves module.
- Digital materials available under a restricted university-wide license that need to be accessible remotely

### Copyright Principles

UWC Library holds a transactional copyright licence through Dramatic, Artistic and Literary Rights Organisation (DALRO) which allows scans of published material (book chapters/extracts, journal articles, law reports, and other items) within certain legal limits, the most important aspects are:

- UWC can scan no more than 10% of book/journal issue, or one chapter from book or journal issue (whichever is greater)
- UWC must own a copy or have a copyright-cleared copy from another library
- Our transactional licence requires that applications precede usage
- Permission to use must first be granted in the form of a licence to reproduce
- All digitisation requests have to be submitted online
- The scanning must be carried out by the library
- The scanned document/s will be made available via the library course reserves platform

### Duties & Responsibilities

- Academic staff **MUST** submit copyright clearance applications by completing the online prescribed form before the content is used, a retrospective application is null and void. Available at: <https://tinyurl.com/wsbfau9b>
- Academic staff **MUST** submit applications at least three weeks before the start of the new semester
- UWC Copyright Administrator will confirm if the library will source possible avenues for obtaining digital versions. If digital versions are unavailable, permission to digitise will be granted depending on each case
- UWC Copyright Administrator will submit the copyright clearance request to DALRO/CHEC
- DALRO/CHEC will respond to UWC Copyright Administrator within 48 hours of request receipt
- UWC Library will begin scanning or accepting the digital version to create the course reserve/s
- In cases of suspected copyright infringement, UWC Copyright Administrator will advise applicant and the library course reserves staff via email.



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- Faculty authorship does not automatically indicate faculty copyright ownership of articles published in scholarly journals or of chapters contributed to books. The Library will seek copyright permissions unless proof of ownership can be provided.

### **Removal of Course Reserves**

- Academic staff should indicate the duration that online material to be made available for students. Course content that is only required for a specific period or semester, will initially be suppressed on the library management system, and should the Library not receive a new request for the resubmission within one calendar year, the material will be removed from the records.
- Academic staff may request to have materials removed or deactivated at any time during a semester

For queries please email us on: [copyright@uwc.ac.za](mailto:copyright@uwc.ac.za)