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Condition of use:

- Copying is for the educational purposes of the institution
- Where the copy is shown, transmitted or broadcast the audience is limited to staff and students only
- Copies that are made, and copies that are communicated are labelled with the **prescribed notices**
- Copies that are made are kept by the institution

You can copy:

- Any program – movies, current affairs, documentaries, series, whatever you like
- Any amount – copy five minutes or an entire drama, make one copy or 20, it's up to you
- Anywhere – make copies at home or in your library
- From any channel – copy from free to air TV, pay TV or radio
- Podcasts and vodcasts – copy broadcast material made available online by the broadcaster
- In any format – copy onto VHS or DVD or store copies on a hard drive
- From old copies – update your old VHS off air copies by putting them in digital format

Copies may be made by or on behalf of the institution. This includes:

- a lecturer making a copy at home and subsequently bringing it in to Avondale for use directly in class, or
- a lecturer requesting IT to make a copy.

In either case the copy made ceases to be a private copy and becomes an institution copy. Institution copies must be labelled with the **prescribed notice** and may be kept either as part of the Library collection or part of a department collection.

*Made for Avondale College's educational purposes
under Part VA, Copyright Act 1968*

Date of broadcast

Date this copy made

To arrange to have a program copied by IT staff, please fill out the **TV Recording Request** located under the Staff Login>Education on the Avondale website.

Programs will be supplied from a link on the Avondale Intranet or on DVD.

If a program has already gone to air and you need a copy please contact Sharon Kenealy in the library on 4980 2282 to arrange a purchase of the item. Programs are purchased from *EnhanceTV* or *RequestTV* and charged to your departmental or library budget depending on where the copy will reside.

You must include a warning notice on all copies that are communicated online:

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Copyright Regulations 1969

WARNING

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2. Copyright Warning Notice

Marilyn Gane
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Avondale College of Higher Education

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Approved, Avondale Copyright Committee, 8 March 2012