

GUIDE TO MANAGING HISTORICAL SOCIETIES

Policies, Procedures, Guidelines and Forms

Sample Society Copyright, Reproduction Rights and Access Rights Guidelines

Items acquired for the research collection may require documentation outlining copyright, reproduction rights and/or access rights for the item.

Items requiring such documentation include:

- Photographs for the general collection
- Oral histories
- Audiovisual material
- Unpublished material

Recent photographs for the School Photograph Collection may require a form signed by a school representative stating the years that the school photographs are not be available for display.

Copyright

Copyright affects the acquisition, loan and reproduction of material in the research collection.

It is necessary to be aware of copyright issues when selecting images and text for use in displays or publications.

Confirmation of ownership of copyright should be established before using text or images in displays or in publications.

If images or text are protected by copyright permission from the copyright owner should be sought before using the text or images in displays or in publications.

The owner of copyright or permission of use should be acknowledged on any labels when using the text or images in displays or in publications.

Copyright legislation protects the rights of the creators of the material.

Observation of copyright legislation protects the historical society from potential prosecution.

Sample Society members should:

- Keep up to date with copyright legislation as it affects local history collections.
- Confirm ownership of copyright when acquiring any unpublished items for the research collection.
- Record copyright details on donor forms and catalogue entries.

Restrictions applied to reproduction of material include photocopying, scanning and electronic publishing.

Photographs

Currently photographs taken more 50 years ago are not subject to copyright. Organisations holding photographs may apply access rights to their use and copying. Acknowledge owner of copyright or permission for use on any labels for display photographs.

Donors of photographs should complete and sign Sample Society Photograph Information Form.

Published Material

Books and other published items are subject to copyright.

These items may be used for research.

If information, including quotations, from these publications is used in other publications reference must be made acknowledging the source material.

Under the Copyright Act, sections of published material (up to one tenth) may be copied for research purposes.

Photographs from published material cannot be copied and reused without permission from the creator of the material. If permission is given, acknowledgment of the source must be made.

Unpublished Material

Donors of unpublished material need to complete and sign the Sample Society Copyright / Reproduction/ Access Rights For Documents Audiovisual Material And Other Unpublished Material Form.

Donors may place restrictions on the access and use of material. Such restrictions are noted in the Restrictions field on the local history database. Restrictions are also noted with the item.

If permission is given to display, copy or use sections of the material in publications, acknowledgment of the source must be made.

Audiovisual Material

Donors of audiovisual material need to complete and sign the Sample Society Copyright / Reproduction/ Access Rights For Documents Audiovisual Material And Other Unpublished Material Form.

Donors may place restrictions on the access and use of material. Such restrictions are noted in the Restrictions field on the local history database. Restrictions are also noted with the item.

If permission is given to play, copy or use sections of the material, acknowledgment of the source must be made.

Copyright restrictions covering the use of published audiovisual material must be observed.

Oral History Material

Interviewees recorded in oral history interviews need to complete and sign the Sample Society Conditions of use Form for Oral History Interviews.

The interviewee may place conditions on the use of the oral history material, either tape or transcript.

Any conditions placed by the interviewee must be observed.

Photocopying Material

The Copyright Act restricts the photocopying of material. A Copyright Warning should be displayed beside the photocopier.

Access Right and Reproduction Rights

It is important to remember that although the copyright for an item may have expired, the organisation owning the original item may still exert access rights and / reproduction rights for the use of the material.

Documents

- Sample Society Collection Policy for Research Material
- Sample Society Access Policy

Forms

- Sample Society Copyright / Reproduction/ Access Rights For Documents Audiovisual Material And Other Unpublished Material Form
- Sample Society Photograph Information Form
- Sample Society Conditions of Use Form for Oral History Interviews

References

- Copyright guidelines for museums and galleries in a digital environment
- Australian Copyright Council's information sheets

Review of Sample Society Copyright, Reproduction Rights And Access Rights Guidelines

The Committee of Management will review the Sample Society Copyright, Reproduction Rights And Access Rights Guidelines every three years, or as required.