

Copyright database and digitization – friend or foe?

Abstract

Advancements in technology often result in new challenges. As at many universities Australian Catholic University has a copyright database that digitised documents are loaded to. Loading of this electronic material was previously undertaken by the Library's Electronic Services Unit. Now the responsibility of loading the documents has changed to the local campuses (there are 6 campuses along the east coast of Australia). Items that can be placed on the copyright database include book excerpts, scanned copies of journal articles, sound files and electronic copies of artistic works. At MacKillop campus library technicians undertake these duties. Some of the additional skills required for these duties includes scanning, searching the copyright database, searching electronic resources (both e-books and e-journals). To enable these tasks to be accomplished, additional software is required. Examples of how items are located and loaded on the database will be included.

Introduction

With the increase in technology there has also been an increase in accessibility of resources. One of the ways resources can be accessed and delivered to students is via the copyright database. The copyright database is a collection of items that are required for courses of study. Items could include articles, chapters of books, illustrations or music. What can be loaded depends on the copyright regulations. Kenyon (2004) states "copyright is becoming a central issue in communications law and policy, as digital technologies lead to the most significant transformation of copyright law in decades". In this article I would like to show not only how Australian Catholic University handles our copyright database, but why we need to have one and also with the increase in technology what will the future hold for digital copyright.

Smith (2001) states "once upon a time, libraries were relatively simple affairs, legally speaking. Librarians bought books and periodicals, placed them on shelves according to a highly-organised system and let people look at them and even borrow them". How this has changed with developments in technology. Now libraries not only lend books and in some cases periodicals they have to be computer savvy as well. Every time someone uses an electronic item it is recorded on the computer and this is classified as a reproduction of the item.

This reproduction is also classified as the same as photocopying an item. Rao (2003) further explains that as "there is no real difference between copyright and electronic copyright (or e-copyright). The distinction lies in the way the material has to be decoded or read by the user. Works that are published in electronic format (CD, online databases, floppy disc, etc) are protected as their printed equivalents."

The Copyright Act (1968)

Recently there have been major changes to the Copyright Act and the implications are significant for libraries. An amendment to the Copyright Act became law on 4 March 2001, named the Copyright Amendment (Digital Agenda) Bill. The object of the Act is to:

- ✦ ensure the efficient operation of relevant industries in the online environment by:
- ✦ promoting the creation of copyright material and the exploitation of new online technologies by allowing financial rewards for creators and investors; and
- ✦ providing a practical enforcement regime for copyright owners; and
- ✦ promoting access to copyright material online; and
- ✦ promote certainty for communication and information technology industries that are investing in and providing online access to copyright material; and
- ✦ provide reasonable access and certainty for end users of copyright material online; and
- ✦ ensure that cultural and educational institutions can access, and promote access to, copyright material in the online environment on reasonable terms, including having regard to the benefits of public access to the material and the provision of adequate remuneration to creators and investors; and
- ✦ ensure that the relevant global technical standards which form the basis of new communication and information technologies, such as the Internet, are not jeopardized.

On 19 October 2006 the Copyright Amendment Bill (2006) was introduced. The reason behind the amendments was to bring Australia in line with the USA with regarding the Free Trade Agreements. In particular Australia's anti-circumvention provisions would be the same as those in the US Digital Millennium Copyright Act (DMCA). These amendments referred to:

- ✦ Technological protection measures
- ✦ Enforcement
- ✦ Unauthorised reception of encoded broadcasts
- ✦ Non-commercial activities of libraries, educational institutions, cultural institutions
- ✦ People with a disability

There are a number of places to find information regarding copyright in Australia. These include:

Arts Law Centre of Australia	http://www.artslaw.com.au/
Australian Copyright Council	http://www.copyright.org.au/
Australian Digital Alliance	http://www.digital.org.au/
Australian Libraries Copyright Council	http://www.digital.org.au/alcc/

Copyright Agency Limited	http://www.copyright.com.au/
A guide to digital rights management	http://www.cultureandrecreation.gov.au/ebusinessguide/rights.htm
Intellectual Property	http://www.dcita.gov.au/home/intellectual_property
IP Australia	http://www.ipaustralia.gov.au/

Compliance with the Copyright Act

With the introduction of the Digital Agenda Bill copyright owners' rights expanded in several ways. Firstly, the Bill confirmed that converting a work from printed into digital form is the same as photocopying. Secondly, the Bill replaced the older sections of the Copyright Act that did not cover digital communication. Thirdly, it spelt out the protection the owners rights can be extended to include a digital reproduction.

In order for educational institutions to comply with this Act when providing electronic readings to their student certain conditions apply. These conditions included:

- + Information must be available on a secured site.
- + Full bibliographic details for the item must be supplied
- + Copyright notice must be attached to the item
- + Relevant section of the copyright act must also be attached to the item
- + Amount of pages must be limited to those mentioned in the copyright act. This allowed for:
 - o A chapter of a book or
 - o 10% of an item or
 - o One article per issue of a journal per course unless the articles are of the same specific topic.

An archive can be kept of scanned documents on the copyright database but as soon as they become active the chapter or 10% of the item rule comes into effect.

Why have copyright databases?

The Australian Catholic University library needs to comply with the legal obligations of the university with regard to the copyright legislation. There are a number of reasons why the university needs a copyright database but I have focused on online students. Students are required to read journal articles and/or chapters of books as part of their course of study. With some students not attending face to face lectures greater access to material is required. The students accessing the copyright database information include fully online, part time online, students with a disability or full time face to face students.

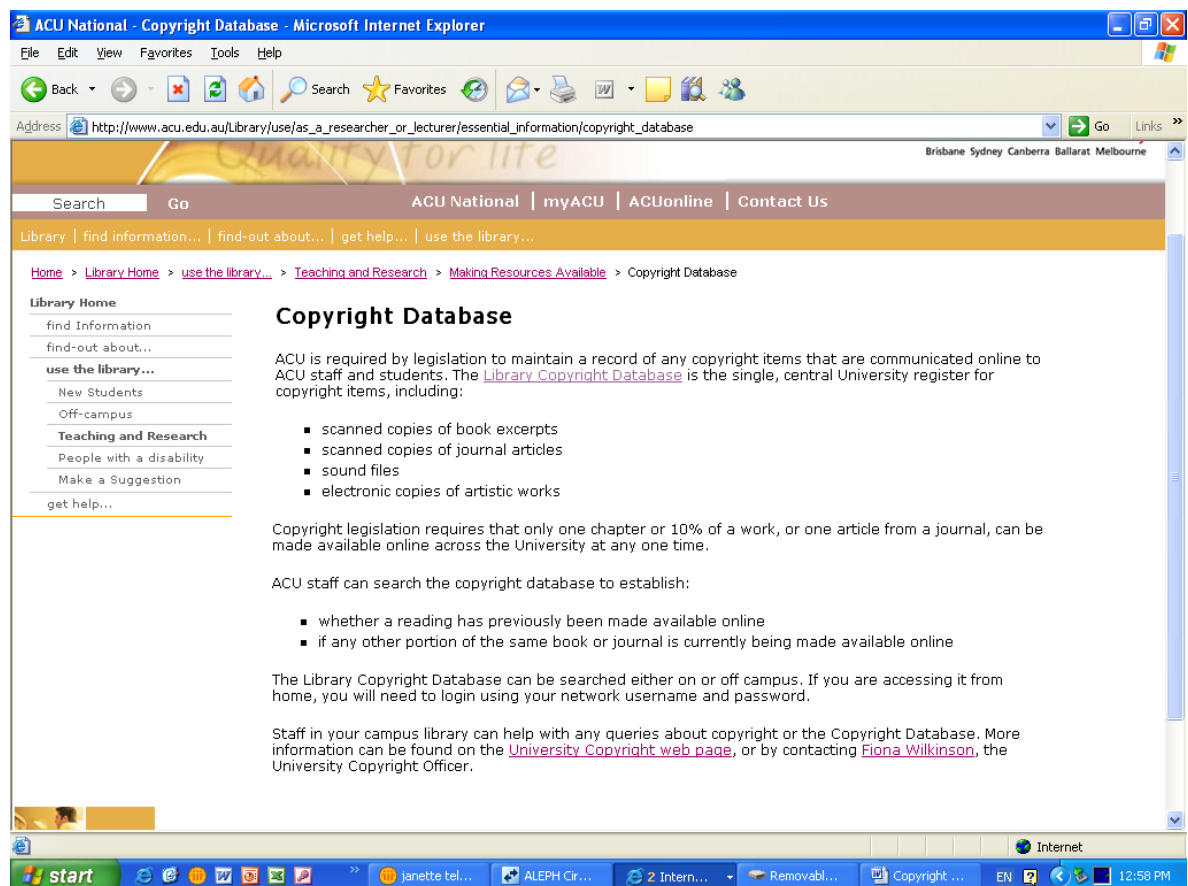
On the homepage (Diagram 1) of the library the explanation of the copyright database is

“ACU staff can search the copyright database to establish:

- ✚ whether a reading has previously been made available online
- ✚ if any other portion of the same book or journal is currently being made available online

The Library Copyright Database can be searched either on or off campus. If you are accessing it from home, you will need to login using your network username and password.

Staff in your campus library can help with any queries about copyright or the Copyright Database. More information can be found on the University Copyright web page, or by contacting Fiona Wilkinson, the University Copyright Officer.”



(Diagram 1)

ACU Library involvement

- ✚ Traditionally this is where the hard copies of items were kept
- ✚ ACU library is responsible for maintaining the copyright database
- ✚ Centralised point for the lecturers to contact
- ✚ Compliance with the copyright regulations

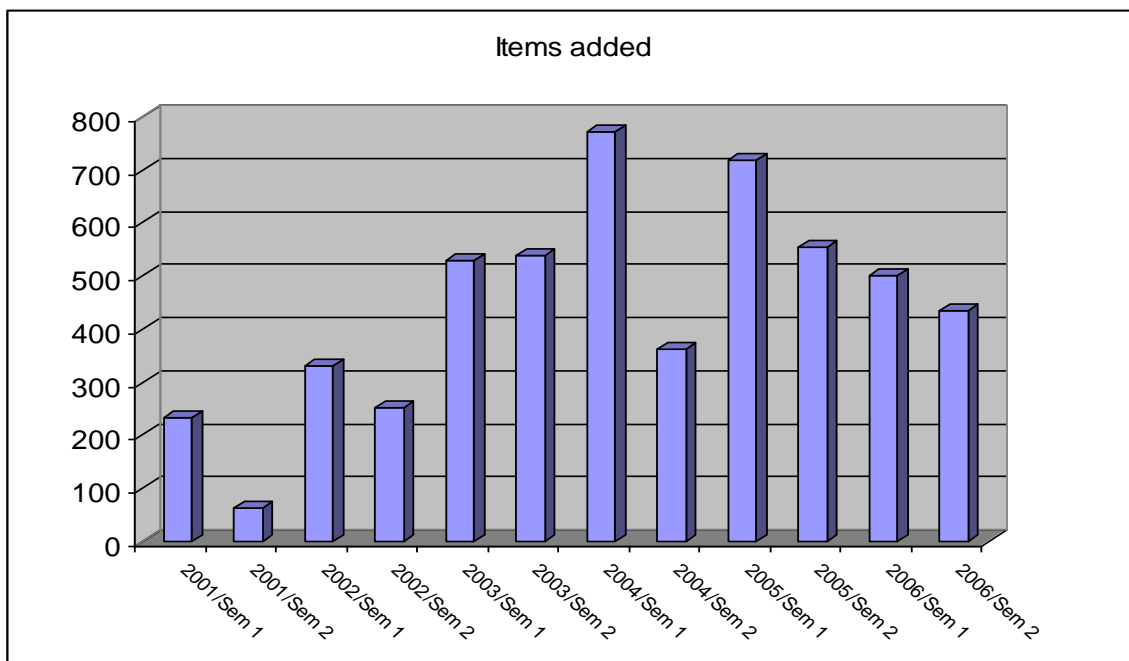
- # Easy to link the required readings with both scanned copies of articles and chapters of books
- # Library staff already familiar with the electronic journals and book. The staff of the library is also able to give alternative suggestions if the copyright rules are already in place.
- # Access to place information by the lecturers on electronic readings. Library staff hold training on how to link the articles or books
- # Compliance with the copyright collecting agencies
- # When necessary library will contact copyright owner to gain exemption/permission
- # Library is the one place in the university there will always be someone on duty. Some libraries in Australia have 24 hour assistance to both staff and students.
- # Library staff will ensure the scanned quality of the item before loading on the copyright database.
- # Ask Librarian Link

Australian Catholic University

Australian Catholic University has six campuses along the East Coast of Australia. One of the distinct disadvantages of multi-campus institution occurs when several campuses or courses want to use different chapters from the same book. Due to copyright regulations only one chapter or 10% of an item can be active at one time; in this case alternative readings may need to be located.

Australian Catholic University first commenced using a central copyright database in 2002. This was originally located at our Ballarat Campus with one staff and this staff member who was attached to the Electronic Services Unit. The staffs in this unit, at present, are spread out over a number of ACU campuses (Strathfield, North Sydney, Ballarat and Banyo). The items placed on the copyright database were originally focused on materials for students studying the subject online. To begin with this group was relatively small. The number of courses and students increased and this increased the workload of the copyright administrator.

In 2007 each campus became responsible for handling the online readings for courses at their campus. Some of the courses had only a few readings and others had numerous. The graph below shows the number of items added per semester per year since the commencement of Australian Catholic University copyright database.



(Diagram 2)

As you can see from the graph that the number of items added is more in the first semester than the second. Another interesting point is the trend is the same with the course reading items held at the home library of each campus.

Academic Staff Web Pages

The Australian Catholic University's web site has the following information for academic staff:

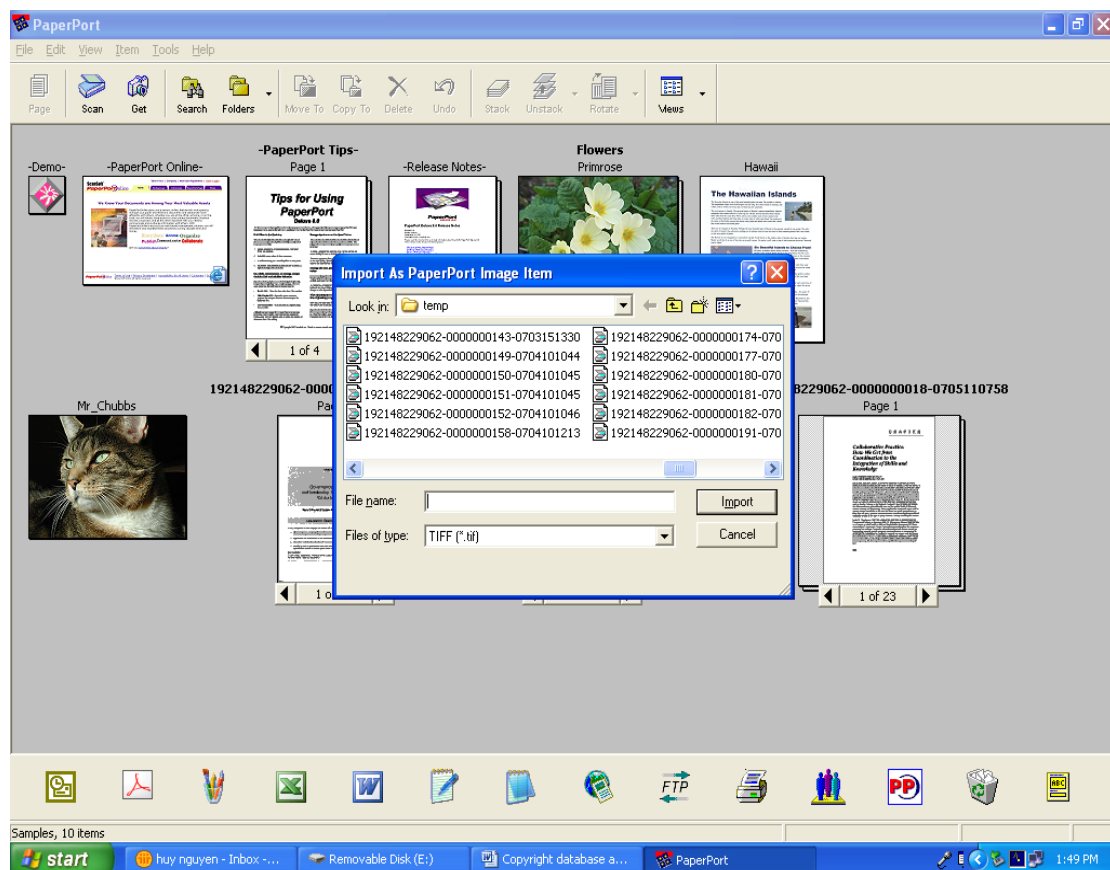
“Web pages and content must comply with University acceptable computer use and copyright policies. All items covered by copyright must be entered into the University Copyright database. A link can be made from your pages to the items in the database. Please contact your campus library for further information about this, as well as linking to the Library eReserve pages. Files on the library server are backed up weekly and older versions are over-written in the process. Please ensure that you create your own back up if you wish to keep earlier versions of files.”

Equipment and technology required

The following equipment and technology are required to operate a digital copyright database. The equipment includes photocopier, scanner and PC. The technology required for digitizing material includes Adobe acrobat, FTP software, digital register and editing software such as PaperPort. There are two major pieces of equipment needed to place items into the copyright database. At MacKillop Campus we have a Xerox document centre which has a combination of photocopier/fax/scanner capabilities. A PC with at least Pentium 4 is required together with the following technology.

Scanning

The first step is scanning the item. At Australian Catholic University we use PaperPort to edit a scanned document. PaperPort is computer software published by Nuance Communications. This program is designed to help organise documents and files that have been scanned. It also converts the files into PDF with no difficulty. Some of the features of this program include ability to crop and stack and unstack piles of files. The diagram below shows an example of a file that appears in PaperPort. The filename consists of a set of digits, the second set of which is the number of the item that has been scanned (e.g. 0000000125). This is important to remember as this is the file to be downloaded.



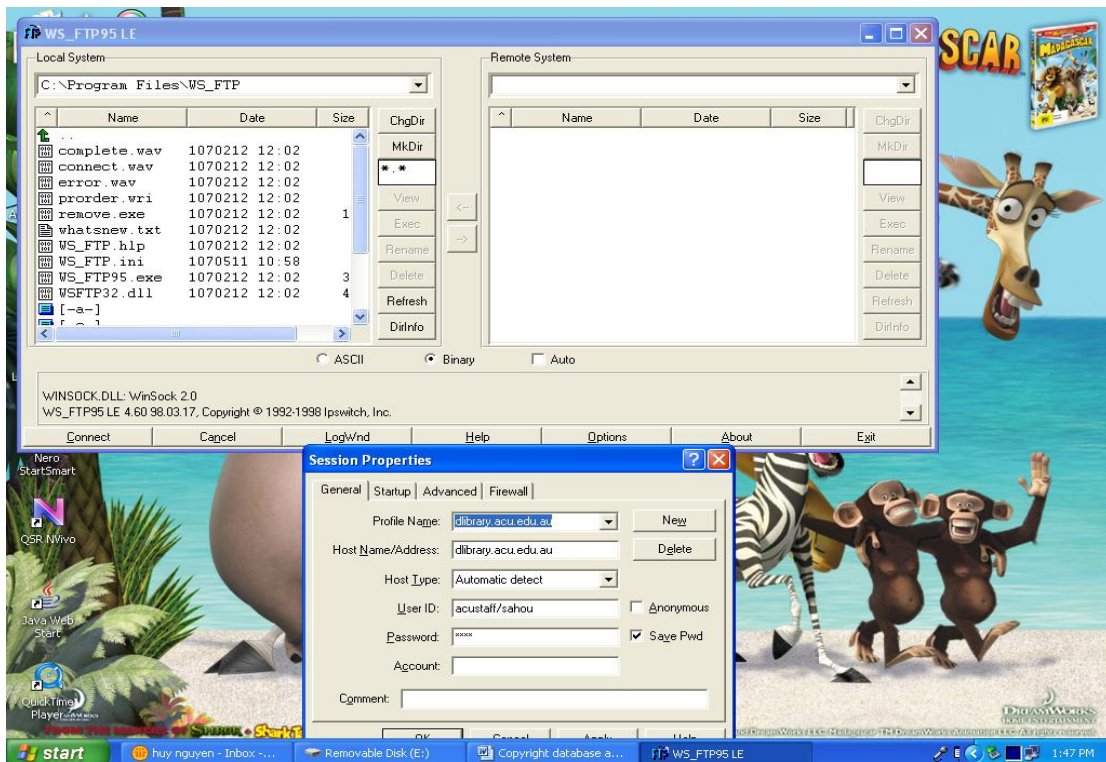
(Diagram 3)

Adobe Acrobat

We use Adobe Acrobat to convert files to PDF format. Wikipedia defines Adobe Acrobat as “a family of application software by Adobe Systems. These applications use Adobe's Portable Document Format (PDF) as their native file format. Some software in the family is commercial, and some free of charge. Adobe Reader (formerly called Acrobat Reader) is available as a no-charge download from Adobe's web site, and allows the viewing and printing of PDF files. Acrobat and Reader are major components of the Adobe Engagement Platform, and are widely used as a way to present information with a fixed layout similar to a paper publication.” For more information about this product go to the website located at <http://www.adobe.com/>.

FTP

The next piece of software needed is a client that supports File Transfer Protocol (FTP). Schneider (2007 p 379) defines File Transfer Protocol as “transfer files one at a time, or it can transfer many files at once. FTP also provides other useful services, such as displaying remote and local computers directories, changing the current clients or services active directory, and creating and removing local and remote directories”. The diagram below is an example of a FTP client.



(Diagram 4)

Terminology

While researching this paper I found difficulties with the terminology used. No two articles used the same wording but I found these search terms helpful:

- ✚ Digital copyright
- ✚ Digitisation
- ✚ Course materials on the web
- ✚ Intranet
- ✚ E-reserve
- ✚ Electronic information
- ✚ Scanning
- ✚ Cyberspace
- ✚ E-learning
- ✚ Digital environment
- ✚ Digital agenda
- ✚ E-copyright

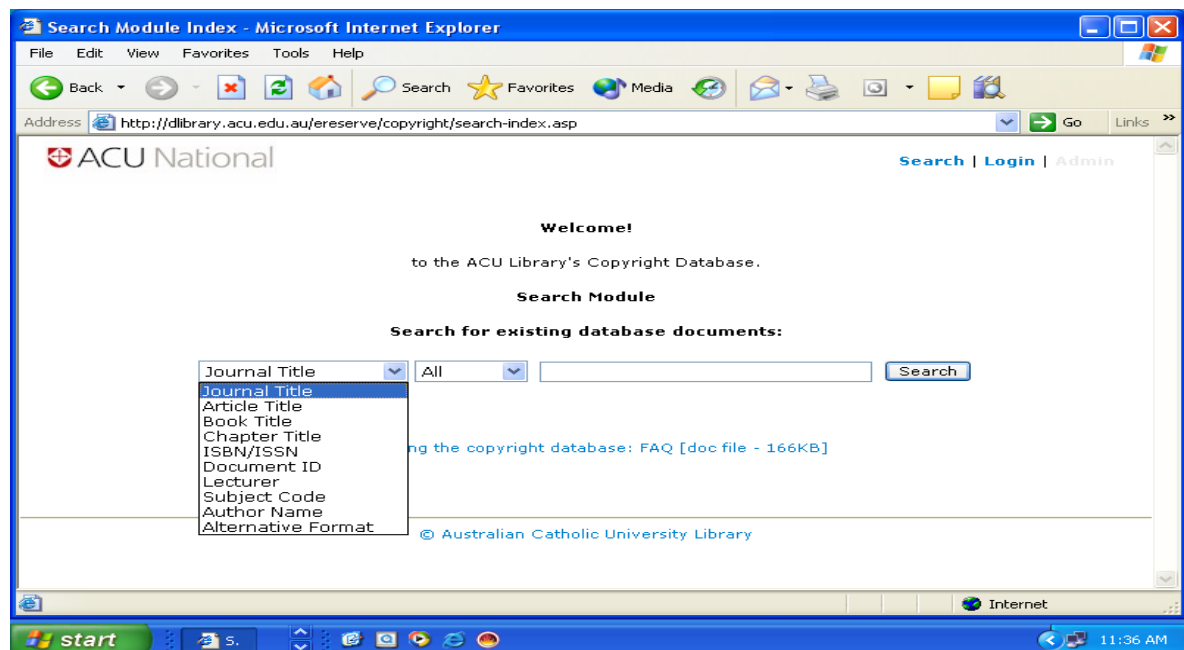
Catalogues

All the electronic journals and books held by the Australian Catholic University are catalogued on the UNILINC system. UNILINC is owned by a consortium of a number of university, school, government and private enterprise libraries. There are a lot of advantages using this consortium as when one library catalogues an item the others can add their holdings without any additional cataloguing.

An advantage of materials in electronic format, such as online journals and ebooks is that they can be directly linked to. There is no need for them to be listed on the copyright database.

Australian Catholic University copyright database

The copyright database is located on ACU National's main library server and can be accessed by all staff and students for viewing. Library staff needs to be registered to gain a username and password to add, edit or delete items from the database. This diagram is an example of the searching screen for the copyright database.



(Diagram 5)

Searching on the copyright database can be done under a number of different headings. These include:

- Journal title
- Article title
- Book title
- Chapter title
- ISBN/ISSN
- Document ID
- Lecturer

- Subject code
- Author name
- Alternative format

Listed here are all the items on the copyright database including the inactive items. The active links have their titles in bold. Before you enter any other items please check to see if the document is within legal limits. If the item cannot be activated or added to the copyright database then contact the lecturer for further instructions.

When adding an item to the copyright database the following steps are undertaken.

✚ The request is received from the lecturer. This can be in a number of different ways including hard copy, email attachment, USB stick or list of articles/chapters of books.

✚ To confirm the correct citations and the following areas are checked copyright database and catalogue. The catalogue lists electronic journals, electronic books as well as printed journals and books. If there is already more than 10% of the same item activated on the copyright database then the lecturer must be contacted. The diagram below shows the listing for the journal Nursing Times. Not all the items are active, only the ones in bold (5634, 5632)

Results of Search; nursing times - Microsoft Internet Explorer

Address: http://dlibrary.acu.edu.au/ereserve/copyright/search-result.asp

ACU National Search | Login | Admin

Results of Search: 'nursing times'

Journal Title: All | nursing times

DocID	ISSN	Author(s)	Journal Title [Article]	Year	Vol(Iss)	Pages
990	0954-7762	D. O'Reilly	Nursing Times [Communication and effective learning: Negotiated study and learning contracts]	1994	90(9)	ii-viii
1117	0954-7762	M. Buchanan	Nursing Times [Enabling patients to make informed decisions]	1995	91(18)	27-28
4968	0954-7762	Frances Jarman	Nursing Times [Communication problems: a patient's view]	1995	91(18)	30-31
5634	0954-7762	K. Gournry	Nursing Times [Nurse's support role, The]	1996	92(26)	44-45
5632	0954-7762	G. Shepherd	Nursing Times [Manic Depression: Do people receive adequate support?]	1996	92(26)	42-44
1116	0954-7762	Mark Darley	Nursing Times [Right for the job]	1996	93(30)	28-29
975	0954-7762	-	Nursing Times [Learning curve]	1997	1(8)	9-13
969	0954-7762	C. Perry	Nursing Times [Now, wash your hands please]	1997	93(19)	66-68
972	0954-7762	F. Collins	Nursing Times [Sitting pretty]	1998	94(38)	66, 68-70
2158	0954-7762	C. Mahony	Nursing Times [Hemmed in]	1999	95(15)	24
974	0954-7762	M. Downes	Nursing Times [False cultural assumptions: A bar to effective communication]	1999	95(32)	42-43
970	0954-7762	P. Crawford	Nursing Times [Nursing language: Uses and abuses]	1999	95(6)	48-49
968	0954-7762	R. Munro	Nursing Times [Clean up your act]	2000	96(25)	26-28
973	0954-7762	K. Cookson	Nursing Times [One weigh or another]	2000	96(42)	24-27
2160	0954-7762	S. Pennington	Nursing Times [Language matters]	2001	97(6)	28-29

(Diagram 6)

✚ If the campus library holds a printed item then it needs to be scanned. If the local campus does not hold a copy of the article then a request via Inter Campus Loan is made and sent to the holding library. It is returned to the requesting library as a PDF

attachment. If none of the items are held then either the lecturer will give you copy or a request via ILL is made.

✚ Once the item is scanned it is then imported into PaperPort. This is where the item is cleaned up and all the pages are individually checked.

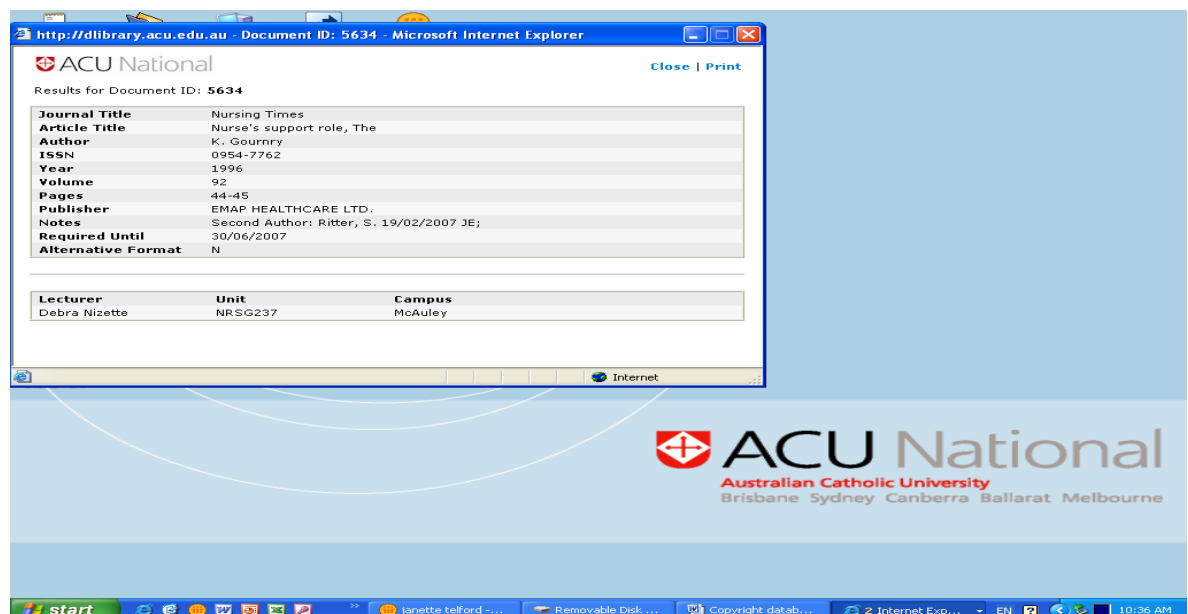
✚ Each individual item is then converted to PDF in PaperPort. This icon is located at the bottom of the PaperPort page.

✚ Before adding the entry a copyright notice must be placed at the front of each item.

✚ Add entry to copyright database. Each item has a number of different fields that must be included:

Journal item

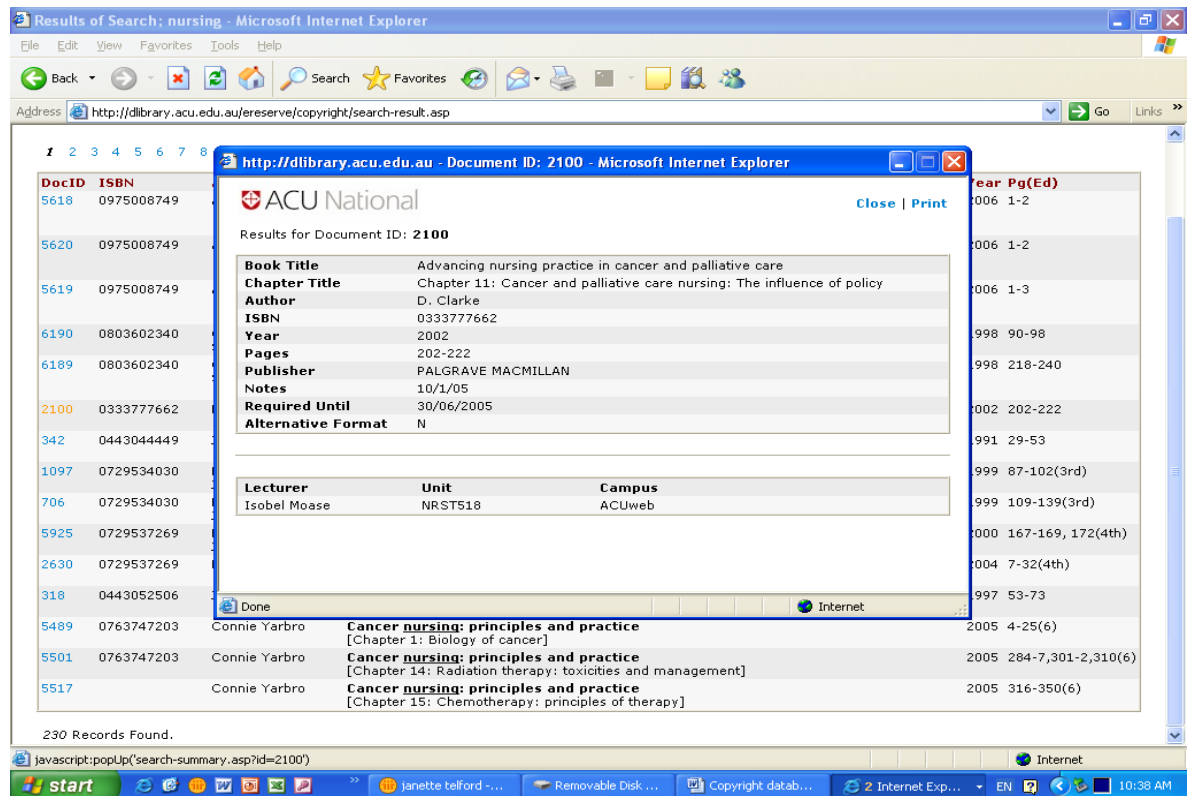
- Journal title
- Article title
- Author
- ISSN
- Year
- Volume
- Pages
- Publisher
- Notes – here we place additional authors/editors
- Required until
- Alternative format
- Lecturers name
- Unit
- Campus



(Diagram 7)

For a book:

- Book title
- Chapter title
- Author
- ISBN
- Year
- Volume
- Pages
- Publisher
- Notes – here we place additional authors/editors
- Required until
- Alternative format
- Lecturers name
- Unit
- Campus



(Diagram 8)

✚ FTP. Each item is downloaded from the local drive to the remote server. It is saved into the relevant files and then uploaded back into the remote system.

✚ Email the lecturer a link with full bibliographic details. An email is sent to the lecturer that requested the item with the complete linkage. This is required for the lecturer to download directly onto WebCT.

End of each semester

At the end of each semester, any items that are not required for the next semester, the items are archived and their links are deactivated. The items are still there and can be reactivated at any time. This is still done by the Electronic Services Unit as it is easier to accomplish centrally and saves repetition of work.

In summary.

Some of the advantages encountered include:

- Online students are able to locate items quickly without contacting the libraries
- The items are archived and can be activated when they are required in the future.
- Items do not have to be searched for on the databases each time as they can be located either in the archives or on the copyright database.
- No need for paper copies to be kept. They can either be printed by the students or saved to their USB.
- Staff can have access to articles online without having to go to the libraries for assistance.

Some of the problems encountered include:

- Not have enough technology available on all the computers. This has to do with the number of licences available per campus. Also if staff leave then it must be remembered to reload onto the new staff computer logon
- Incorrect citations from the staff. This takes a lot of time rechecking all the citations that are handed to the library staff
- Scanning and photocopying of the items takes time
- Each semester archiving all the items used per semester and then reactive them at the beginning of the next semester if needed
- Having enough staff at the beginning of semester to active or load the documents required
- Cleaning up a document before PDF. This could include cropping, straightening and/or cleaning the document.

Friend or foe?

Each individual item requires about one hour from scanning to emailing. As you can see it is quite time consuming but in the long run saves times as the inactivated links can be established. The staff time can be cut in half if the lecturers use the same items each year. Also if a number of staff requires the same readings for different courses in different campuses then the same link is used. In conclusion the advantages outweigh the disadvantages but it is still very time consuming for the library staff.

References

Australian Copyright Council. Copyright Amendment Bill 2006. Retrieved on 4 May, 2007, from <http://copyright.org.au/news/newsbytopic/changesnews/u27202>

Australian Digital Alliance. Australian Libraries' Copyright Committee. Retrieved on 18 May, 2007, from <http://www.digital.org.au/alcc>

Clapperton, D. (2007). The elusive 'link' to infringement in the copyright amendment bill 2006: now you see it now you don't. Retrieved on 18 May, 2007, from http://eprints.qut.edu.au/archive/00006631/01/Elusive_Link_article_for_eprints.pdf

Commonwealth of Australia numbered acts.
http://www.austlii.edu.au/au/legis/cth/num_act/caaa2000n1102000321/s3.html

Hoorebeek, M (2003). Ebooks, libraries and peer-to-peer file-sharing. *Australian library Journal* 52 (2) 163- 168. Retrieved on 18 May, 2007, from AcademicOne database.

Kenyon, A.T. & Hudson, E. (2004). Copyright, digitisation, and cultural institutions. *Australian Journal of Communication*, 31 (1), 89-105. Retrieved on 18 May, 2007, from Informit database.

Lean, M. (2002). Harder than herding cards: course materials on the web and copyright compliance in an Australian university. Retrieved on 4 May, 2007, from <http://ausweb.scu.edu.au/aw02/papers/refereed/lean/paper.html>

Rao, Sirigindi Subba (2003). Copyright: its implications for electronic information. *Online Information Review*, 27 (4), 264-275. Retrieved on 18 May, 2007 from Emerald database.

Sanders. G. (2005). The intranet, more than just an access point to the internet. *Scan*, 24 (2), 8-10. Retrieved on 18 May, 2007, from Informit database.

Schneider, G. (2007). *Electronic Commerce*. 7th edition. Boston, Mass. : Course Technology.

Smith, N. (2001). Licensing or copyright law? A battle for control of the library "shelf". *Copyright Bulletin*, 18. Retrieved on 18 May, 2007, from <http://www.digital.org.au/alcc/dec2001.pdf>

Smith, N. (2002). Digital agenda report card: how are libraries and the digital copyright amendments getting on one year after commencement? Retrieved on 18 May, 2007, from <http://alia.org.au/publishing/aarl/33.4/full.text/smith.html>

Speakerman, D. (2000). Contemplating copyright in cyberspace. *Lasie*, 31 (4) 5-19. Retrieved on 18 May, 2007, from Informit database.

Tang, K. & Hanlon, J. (). E-Reserve as a solution to digital copyright management at Curtin University of Technology.

University of Adelaide Library. Digital Resources Management Centre. Retrieved on 4 May, 2007, from <http://www.adelaide.edu.au/library/drmc/drmc.html>

Wentzel, L. (2006). Scanning for digitization projects. *Library Hi Tech News*, 4 11-13. Retrieved on 4 May, 2007, from Emerald database.

Wikipedia. Definition of Adobe Acrobat. Retrieved on 21 June, 2007, from http://en.wikipedia.org/wiki/Adobe_Acrobat