

**GUIDELINES FOR COPYING OF RESOURCES FOR THE ADULT  
EDUCATION PROGRAMME.**

March 2008

**Rationale**

Playcentre Education has purchased a copyright license for Associations and developed a copyright policy that ensures that Associations comply with the copyright law.

**Procedure**

1. The policy/licence to copy is for the educational instruction/resources at all levels of the diploma programme.
2. The Association will inform tutors, education personnel, centres personnel and staff of the limits for copying under the licence. Possible sources including the following:
  - Copyright in Educational Institutions – brochure issued by CLL. A copy is held at Association Headquarters.
  - Frequently asked questions about copyright for Playcentre Education Personnel – issued by Education team, a copy can be found in centre education officer kit.
  - Copyright policy for Playcentre Education – QMS 1.2.3 section 2, page 38.
3. Centre workshops: The Association Workshop Co-ordinator will liaise with facilitators of workshops so that the copyright policy is followed by facilitators.
4. It is the responsibility of each member of the teaching staff providing resources for the education programme to ensure the following:
  - Full acknowledgement of source. Eg: Author, title, year and publisher.
  - Copying done fits within the limits of the licence to copy.
  - The number of trainees receiving such resources – Workshop attendance sheet filled out correctly.
  - Only copies of resources held by either the Association or centre library are used for a course or workshop.
5. Personnel who breach the licence to copy will be personally liable for any consequences that might follow such a breach.
6. The policy along with the limits of the licence to copy will be displayed above the photocopier at Headquarters and included in Centre Education Officer kits.