

POLICY GUIDELINE – INTELLECTUAL PROPERTY

U3A Banyule recognises that materials used by tutors and presenters of lectures, talks and courses remain the intellectual property of those tutors and presenters.

Access to PowerPoint Presentations

Occasionally a presenter is willing to make their PowerPoint presentation available to class members following their presentation.

In this case:

Subject to the approval by the presenter, U3A Banyule can offer access via the U3A Banyule website to the PowerPoint presentations for a short period for class members to view or download. Details of the relevant link will be sent to members enrolled in the class.

However, members must recognize that:

- copyright in the material remains with the presenter
- no changes can be made to the document and it cannot be used for any other purpose, e.g. as the basis for another work
- it can only be used for educational purposes and cannot be passed on to anyone in any form, e.g. printed and given away or downloaded and emailed

Taking of photographs during classes

The taking of photographs of PowerPoints during a class is only ever permitted with the presenter's express approval. If approval is given, then this will be stated at the commencement of the presentation.

Approved by the Executive Committee

18 October 2019