
Supplementary file to: Carson, L. C. and Greenhill, K. (2015) One hat or many? A comparison of two models for the Copyright Officer position in university libraries, *Library and Information Research*, **39**(121), 57-74.

Interview Script

This interview is about matters of copyright compliance and the provision of advice on copyright matters. Do you have any questions regarding what is meant by either copyright compliance or advice?

Organisational Relationship

I would like to start with a few background questions about the relationship between your position and the library; and where it sits in the structure of the university.

1. What is your position description title?
2. As well as copyright functions, do you undertake any other functions within the library or university – as outlined in your position description and duties list?
 - a. Approximately what percentage of your time is spent on copyright functions?
3. To whom do you report?
 - a. What is their title/position within the university?
 - b. (If non-library) What is their relationship with the library?
 - c. (If non-library) Why are you situated in the library?
 - d. (If performing other functions) Do you also report to a different person for your non-copyright functions?
4. Do you think that enforcing copyright compliance is a core function of the library?
5. Do you think that the provision of copyright advice is a core function of the library?
 - a. No?
 - i. Do you feel that copyright matters have been placed within the library sphere because of the statutory requirements that name the library specifically?
6. In carrying out your copyright functions, do you have any direct assistance from co-workers or colleagues?
 - a. Yes
 - i. How many other people carry out the copyright functions with or for you?
 - ii. Do they also carry out other functions within the library or university – as outlined in their position description and duties list?
 - b. No

- i. Do you feel that you could better carry out your copyright responsibilities if you had assistance?
7. Including the library – do any other university departments support you, or collaborate with you as the copyright officer? (eg legal)
 - a. Yes
 - i. With which department/s do you work most closely?
 - ii. What sort of relationship do you have with this/these department/s.
 - b. No
 - i. Do you feel that you could better carry out your copyright responsibilities if you had inter-departmental support?
8. Are you responsible for actioning any “cease and desist” notices that the university receives?
 - a. No
 - i. Who within the university is responsible for actioning these notices?
 - ii. As you are the copyright officer, why do you think you do not have responsibility for actioning these notices?

Do you have any other comments you would like to make about the organisational relationship of your position that we have not covered?

Advice

Now I would like to move on to the work that you do as copyright officer.

1. Do you have input into the copyright information that is placed on the university website?
 - a. No
 - i. Who within the university is responsible for the copyright information on the website?
 - ii. As you are the copyright officer, why do you think you are not asked to have input into copyright information provided on the university website?
 - b. Yes
 - i. Is this input of an advisory nature only? Or do you have direct input?
2. Do you have input into the copyright literature that is available to staff and students?
 - a. No
 - i. Who within the university is responsible for the copyright literature?
 - ii. As you are the copyright officer, why do you think you are not asked to have input into copyright literature provided by the university?

- b. Yes
 - i. Is this input of an advisory nature only? Or do you have direct input?
- 3. Do you provide any training to others regarding copyright compliance?
 - a. Yes
 - i. Is this carried out for the library staff only?
 - ii. Yes
 - 1. Who provides training to other areas of the university in these matters?
 - b. No
 - i. Who within the university is responsible for providing training to others regarding copyright compliance?
 - ii. Do you have input into the training provided?
 - 1. Yes
 - a. Is this input of an advisory nature only? Or do you have direct input?
 - 2. No
 - a. As you are the copyright officer, why do you think you are not asked to have input into copyright compliance training provided to others in the university?
- 4. Outside of the statutory requirements that name the library specifically, are you asked for advice regarding copyright matters from any other bodies that are involved with the university: such as other educational institutions (TAFE or high school) or public libraries?
 - a. Are you asked for any advice on copyright regarding personal matters?
- 5. Who are the main seekers of the advice that you can give on copyright matters? Is it:
 - a. Academics
 - b. Professional staff
 - c. Students
 - d. Other
- 6. Approximately how often are you asked for such advice? Is it:
 - a. Daily?
 - b. Weekly?
 - c. Other?
- 7. How do you prefer to respond to the advice sought?
 - a. In writing
 - i. Email
 - ii. Official letter
 - b. By telephone
 - c. Face to face

8. Can the way the university currently provides advice on copyright compliance be improved?
 - a. How?
 - b. By whom?

Do you have any other comments you would like to make about the advice that you provide on copyright matters that we have not covered?

Compliance

In this next section, I would like to ask about your role and responsibility in ensuring the university as a whole complies with all copyright provisions.

1. What measures are you involved in regarding copyright compliance?
 - a. How much authority do you have as the copyright officer?
 - i. Do you feel this is adequate?
 - b. What steps– if any – can you take to ensure compliance?
 - i. Are these steps dictated by the university to you?
 - ii. Do you feel these are adequate?
2. Do you feel that there is any ‘gap’ between what you are supposed to do and what you actually can do?
3. Can the way the university currently ensures its copyright compliance be improved?
 - a. How?
 - b. By whom?

Do you have any other comments you would like to make about you position as copyright officer that we have not covered?

General

In this final section, I would like to ask about the library’s overall involvement in providing copyright advice.

1. Does the library provide any copyright-based training sessions not specifically conducted by you as the copyright officer?
2. Do any other members of the library staff have a role in providing copyright advice?
 - a. Are they trained in any way to give advice?
 - i. Who provides their training?
 - b. To what extent do they give advice?
3. Apart from your involvement, does the library have any representation on any copyright committees or panels?

Do you have any final comments you would like to make on any of the topics we have covered?