Copyright Safe Harbour Flowchart for All Institutions

1. Do you provide public access computers or wifi, or public access services that use caching?
   - Yes
   - No

2. Are these services automatic ie the material is not modified by your staff?
   - Yes
   - No

   The copyright safe harbours cover your services. You should consider taking the compliance steps below to access additional legal protections.

3. Do you provide services that link to external websites eg a custom search engine or reference list?
   - Yes
   - No

   You do not provide services covered by the copyright safe harbours. You do not need to take any action.

   Compliance Steps

1. Provide the title of and contact details for a designated person to receive copyright notices on your website
   - Next

2. Have a policy for termination, in appropriate circumstances, of the accounts of repeat infringers
   - Next

3. Remove material from your cache if it has been removed from the original site for being infringing - as soon as practicable after receiving a takedown notice from the copyright owner/licensee (usually within 3 working days)
   - Next

4. Remove any links from your system that point to infringing material - as soon as practicable after receiving a takedown notice from the copyright owner/licensee (usually within 3 working days)
   - Next

5. Comply with any relevant industry codes (none currently exist)