



# 2012

## Trimester 1

**COURSE OUTLINE**

**SARC 354 / 454**

**INTERIOR HERITAGE CONSERVATION**

### GENERAL

Elective; Trimester One; 15 points

### ASSESSMENT

100% internal by assignment

### CLASSTIMES AND LOCATIONS

LECTURES:	Wednesday	16:40pm – 18:30pm	Room: VS 2.21
	Friday	15:40pm – 18:30pm	Room: VS 2.21

### COORDINATOR

**Coordinator**

*Name David Kernohan*

*Room: 2.09*

*Phone: 06 379 8549 / 021 307 497*

*Office Hours: by appointment*

*Email: archdiagnostics@xtra.co.nz*

**Tutor : Alexandra Teague. Details will be provided at start of course**

### COURSE SYNOPSIS

Understanding the significances of interior heritage conservation forms a sound and informed basis for design decision making in a range of practice and research scenarios. SARC 354/454 INTERIOR HERITAGE CONSERVATION provides students with both an intellectual and practice exposure to the principles of and some of the issues related to interior heritage conservation.

## AIMS OF THE COURSE

The aim of SARC 354/454 Interior Heritage Conservation is to provide an introduction to interior heritage conservation with particular emphasis on New Zealand's architectural heritage. Principles, precedents and issues of conservation and adaptive reuse will be presented and explored.

Specific aims for the course are:

- to explain the history, scope and role of interior heritage conservation as a means of maintaining and enhancing built heritage.
- to develop methods and skills of heritage assessment (analytical and evaluative), interpretation, management, and documentation of culturally significant interior environments as aids to determining appropriate courses of action for the use and reuse of existing building interior heritage.
- to practise methods of research for the purpose of recording heritage interiors and for developing and implementing plans for building heritage conservation.

## COURSE LEARNING OBJECTIVES

Students who pass this course will be able to:

- demonstrate an understanding of the different attitudes and approaches to interior heritage conservation
- discuss knowledgeably the legislation (both national and international) relevant to issues of interior heritage conservation
- prepare critical assessments of building interiors that may have heritage qualities
- prepare in part or in total, analyse and interpret heritage inventories and conservation plans to inform determining appropriate courses of action for the use and reuse of existing building interior heritage.
- understand the role of the interior architect and related professions in heritage conservation.

## GRADUATE SKILLS

<i>Graduate Skills</i>	<i>Taught</i>	<i>Practised</i>	<i>Assessed</i>
<b>Knowledge</b>			
• Information literacy	✓	✓	✓
<b>Creative and Critical Thinking</b>			
• Problem solving			✓
• Critical evaluation	✓	✓	✓
• Work autonomously	✓	✓	✓
• Creativity and innovation	✓		
<b>Communication</b>			
• Effective communication (written)	✓	✓	✓
• Effective communication (oral)	✓	✓	✓
• Effective communication (graphic)			
• Work effectively in a team setting			
<b>Leadership</b>			
• Ethical behaviour in social / professional / work environments	✓	✓	✓
• Responsible, effective citizenship	✓	✓	✓
• Commitment to responsibilities under the Treaty of Waitangi	✓	✓	✓

## COURSE CONTENT

SARC 354/454 INTERIOR HERITAGE CONSERVATION introduces the why, what and how of interior heritage conservation. Historic and contemporary approaches to interior heritage conservation are discussed with recent case studies (including building visits) used as vehicles for the discussion. The purpose and role of a Conservation Plan is explored. Research methods for eliciting historical information specific to a building or interior are introduced and practised. Methods of assessing heritage significance and value and of making recommendations for conservation activity are explored.

## COURSE DELIVERY

SARC 354/454 INTERIOR HERITAGE CONSERVATION is a seminar-based course with contributions from a number of experts who are practising or researching aspects of interior heritage conservation. The seminars are supported by assignments, tutorials, building visits, and case studies that are interspersed through the programme.

## ASSIGNMENTS/PROJECTS

Two graded assignments and a class test are set during the course. They are used to measure students' level of achievement, i.e. final grade for the course. The planning of assignments in relation to class contact and individual study time is set out in the schedule of activities.

**Assignment 1: Conservation Philosophies (4 weeks)** provides opportunity to explore issues of interior heritage conservation. The assignment provides a vehicle for consideration of the principles behind a number of approaches to interior heritage conservation including the ICOMOSNZ Charter. The assignment is an exploration of issues of conservation philosophy. The assignment takes the form of a report of approximately 3000 words in length.

**Assignment 2: Conservation analysis and planning (8 weeks)** provides opportunity to:

- practise methods of recording and researching interior heritage and reporting on an analysis of the heritage qualities of an interior space or spaces. The outcome is a proforma report

### **SARC 454 only (Assignment 2)**

- prepare a Conservation Plan for a heritage building interior to encompass consideration of issues of preservation, conservation and refurbishment; process; architectural and cultural meaning; context and community value. A Conservation Plan for a residential scale building normally has a word equivalent of 10,000.

## ASSESSMENT REQUIREMENTS

The course is fully internally assessed. The final grade will be based upon performance in the course as a whole. **HAND-IN DATES ARE IMPORTANT EVENTS.** Any Graded Assignment submitted after the relevant hand-in date as stated in the Assignment Handout (unless accompanied by a justifiable excuse eg certified illness etc) will suffer a late hand-in penalty. **The FINAL GRADE for the course is determined by the aggregation of assignment marks for GRADED ASSIGNMENTS.** Assignment grades only are currently issued to students. Graded Assignments are assessed A+, A, A-, B+, B, B-, C+, C, D, E (where C is a PASS). Graded Assignments and in some cases parts of Assignments contribute different proportions of percentage marks towards the final course mark. The proportions for 2011 are:

Assignment 1: Conservation Philosophies	30%
Assignment 2: Conservation analysis and planning	70%
Total	..... 100%

You will be evaluated on the basis of the degree to which your assignment submission meets the stated intentions of the specific assignment. This will be both a quantitative and a qualitative evaluation. All staff involved with each assignment will assist with its assessment, as will visitors who may be involved in some of the reviews. However, the SARC 354/454 Co-ordinator is responsible for determining individual grades for each assignment, after consultation; and for individual grades for the course as a whole

**N.B.** All or any grades posted during the course are only provisional results until confirmed by the School of Architecture Examiners' Committee which meets in mid-year after the Examination period.

## PENALTIES

For work that arrives late, the following penalty will be applied for the School of Architecture: 5 percentage points per 24 hours overdue including weekends.

## GROUP WORK

There is no group work *per se* in the course.

# School of Architecture

## ATTENDANCE AND PARTICIPATION

Attendance and participation is an important aspect of the learning process, and you are required to attend all the lectures and tutorials.

If extraordinary circumstances arise that require you to be absent from some class sessions, you should discuss the situation with the Course Coordinator as soon as possible.

## COURSE EXPECTED WORKLOAD

As a 15 point course you should expect to spend approx 150 hours on SARC 354/454:

- 2.66 hours scheduled class time per week for 12 teaching weeks
- Approx 9 hours per week of individual unsupervised work for 12 teaching weeks
- Approx 30 hours additional work during the mid trimester break, study break and examination period

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/publications/assessment-handbook.pdf](http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf)

## MATERIALS AND EQUIPMENT REQUIRED

Students will need to provide all materials and equipment as necessary for the completion of required work.

## RECORDING OF WORK AND PORTFOLIO

You are strongly encouraged to respect and care for your work, making and recording a visual summary of each project in this course. This may be in digital and/or hard copy.

## SUBMISSION OF WORK

Each student is responsible for ensuring their work is submitted to their course tutor on time and in the required format.

Late submissions will be penalised as set out above, unless an extension is approved by the Course Coordinator.

## EXTENSIONS

In the event of illness or other extraordinary circumstances that prevent you from submitting a piece of work on time, or that you feel adversely affect the quality of the work you submit, it is important that you discuss your circumstances with the Course Coordinator as soon as possible so that appropriate arrangements may be made. You should complete an Application for Extension form (available from the Faculty Office) for the Course Coordinator to approve. You will also need to provide suitable evidence of your illness or other circumstances. In an emergency, or if you are unable to contact the Course Coordinator, you should advise the Faculty Office of your situation. Work submitted late must be submitted to the Course Coordinator.

## MANDATORY COURSE REQUIREMENTS

None

## COMMUNICATION OF ADDITIONAL INFORMATION

Any changes or additions to this Course Outline will be discussed and agreed with the class, and conveyed through Blackboard or via email to all students enrolled in the course.

## READINGS AND REFERENCE MATERIAL

The following books are on 3 day loan/closed reserve. Other relevant texts are held in the VUW Architecture Library:

- Ashurst, John and Nicola. *Practical Building Conservation: English Heritage Technical Handbook*, Vols 1-5, Gower Technical Press, Aldershot, England 1988 NA 109 G7 A829P
- Arden, Stuart and Ian Bowman *The New Zealand Period House, a conservation guide*, Random House, 2004
- Brand, Stewart *How Buildings Learn; what happens after their built* Viking, Penguin Books New York 1994
- Earl, John *Building Conservation Philosophy* Third Edition, Donhead Publishing, UK, 2003 NA105 E12B
- Feilden, Bernard M, *Conservation of Historic Buildings*, Butterworth, Oxford, 1994 NA105 F297 C1994
- ICOMOS New Zealand, *ICOMOS New Zealand Charter for the Conservation of Places of Cultural*

- Heritage Value*, Auckland 1993. HC663.5 I17
- Jokilehto, Jukka, *A History of Architectural Conservation*, Butterworth-Heinemann, London, 1999  
NA105 J74 H
  - Kerr, John Semple, *The Conservation Plan: A Guide to the Preparation of Conservation Plans for Places of European Cultural Significance*. 3<sup>rd</sup> ed. 2<sup>nd</sup> impression. National Trust of Australia, Sydney, New South Wales 1991  
NA105 K41 C 3ed
  - Kemohan, David and Kellaway, Tony, *Wellington's Old Buildings*, Victoria University Press 1994  
DU417 K39 W
  - Trapeznick, Alex ed., *Common Ground, Heritage and Public Places in New Zealand*, Otago University Press, 2000

# School of Architecture

## SCHEDULE OF SESSIONS (Assessments to be noted)

Week	day	date	item	location	time	comments
<b>Week 9</b> February	M	27				
	TU	28				
	W	29				<b>Orientation Week</b>
	TH	1				
	F	2				
<b>Week 10</b> March	M	5				<b>Trimester 1 Begins</b>
	TU	6				
	W	7	lecture	<b>Location:</b> VUW School of Architecture.		<i>Values / Significances (Alison Dangerfield)</i> <b>Assignment 1 HAND OUT</b>
	TH	8				
	F	9	lecture	<b>Location:</b> Antrim House		<i>Roles of the NZ Historic Places Trust (Robert McLean)</i>
<b>Week 11</b> March	M	12				
	TU	13				
	W	14	lecture	<b>Location:</b> VUW School of Architecture.		Conservation Philosophies – Why and What? (DK)
	TH	15				
	F	16	lecture	<b>Location:</b> VUW School of Architecture.		<i>Conservation Philosophies - How? (DK)</i>
<b>Week 12</b> March	M	19				
	TU	20				
	W	21	lecture	<b>Location:</b> Futuna Chapel		<i>Site Visit (DK)</i>
	TH	22				
	F	23	lecture	<b>Location:</b> Te Papa		<i>Conserving Maori Interiors (Dean Whiting)</i>
<b>Week 13</b> March	M	26				
	TU	27				
	W	28	lecture	<b>Location:</b> House Museums		<i>Site Visit (DK)</i>
	TH	29				
	F	30	lecture	<b>Location:</b> VUW School of Architecture.		<i>Conservation Plans (DK)</i>
<b>Week 14</b> April	M	2				
	TU	3				
	W	4	lecture	<b>Location:</b> VUW School of Architecture.		<b>Assignment 1 HAND IN / PRESENTATION Assignment 2 HAND OUT</b>
	TH	5				
	F	6				<b>Good Friday – holiday - NO CLASS</b>
<b>Week 15</b> April	M	9				<b>Easter Monday - holiday</b>
	TU	10				<b>Easter Tuesday – VUW holiday</b>
	W	11				
	TH	12				
	F	13				
<b>Week 16</b> April	M	16				<b>Mid Trimester Break</b>
	TU	17				
	W	18				
	TH	19				
	F	20				
<b>Week 17</b> April	M	23				
	TU	24				
	W	25				<b>ANZAC Day – holiday – No Class</b>

	TH	26				
	F	27	lecture	<b>Location:</b> VUW School of Architecture		<i>Research Methods (Adrian Humphris)</i>
<b>Week 18 April May</b>	M	30				
	TU	1				
	W	2	lecture	<b>Location:</b> VUW School of Architecture		<i>Construction and Interiors (Paul Cummack)</i>
	TH	3				
	F	4	lecture	<b>Location:</b> Chapman Taylor House, Silverstream		<i>Case Study 5 – Site visit (PC/DK)</i>
<b>Week 19 May</b>	M	7				
	TU	8				
	W	9	lecture	<b>Location:</b> Government House		<i>Conservation Plan (Mike Hannaway)</i>
	TH	10				
	F	11	lecture	<b>Location:</b> Government House		<i>Site Visit (Mike Hannaway / Gavin McLeod)</i>
<b>Week 20 May</b>	M	14				
	TU	15				
	W	16	lecture	<b>Location:</b> VUW School of Architecture		<i>Heritage Legislation (DK)</i>
	TH	17				
	F	18	lecture	<b>Location:</b> VUW School of Architecture		<i>ICOMOS / Burra Charter / WCC (DK/AT)</i>
<b>Week 21 May</b>	M	21				
	TU	22				
	W	23	lecture	<b>Location:</b> VUW School of Architecture		<i>Heritage and Earthquakes (DK)</i>
	TH	24				
	F	25	lecture	<b>Location:</b> VUW School of Architecture		<i>Conservation Economics – Who pays? (DK)</i>
<b>Week 22 May June</b>	M	28				
	TU	29				
	W	30	lecture	<b>Location:</b> VUW School of Architecture		<i>Assignment Tutorial (DK)</i>
	TH	31				
	F	1	lecture	<b>Location:</b> VUW School of Architecture		<b>Assignment 2 HAND IN - PRESENTATIONS</b>
<b>Week 23 June</b>	M	4				<b>Queen's Birthday - holiday</b>
	TU	5				
	W	6	lecture	<b>Location:</b> VUW School of Architecture		<b>Assignment 2 PRESENTATIONS</b>
	TH	7				
	F	8	lecture	<b>Location:</b> VUW School of Architecture		<b>Assignment 2 PRESENTATIONS</b>
<b>Week 24 June</b>	M	11				<b>Study/Examination Period</b>
	TU	12				
	W	13	Course Finishes	Good Luck !		DK March 2012
	TH	14				
	F	15				
<b>Week 25 June</b>	M	18				
	TU	19				
	W	20				
	TH	21				
	F	22				

<b>Week 26</b> June	M	25				
	TU	26				
	W	27				
	TH	28				
	F	29				
<b>Week 27</b> July	M	2				
	TU	3				
	W	4				<b>Examination Period ends</b>
	TH	5				<b>Mid-year Break begins</b>
	F	6				
<b>Week 28</b> July	M	9				
	TU	10				
	W	11				
	TH	12				
	F	13				

# School of Architecture

## CLASS REPRESENTATIVES

The Faculty of Architecture and Design operates a system of Class Representatives in 100-level courses, and Year Representatives in each of the professional disciplines. Student Representatives are elected during a class session in the first week of teaching. All Student Representatives will be listed on the STUDiO notice board in the Atrium, and the relevant Representatives are also listed on studio notice boards. Student Representatives have a role in liaising between staff and students to represent the interests of students to the academic staff, and also in providing students with a communication channel to STUDiO and the Student Representation organiser.

## ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that University staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

[www.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.ac.nz/home/studying/plagiarism.html)

## USE OF TURNITIN

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* or the University's policy website <http://www.victoria.ac.nz/home/about/policy>

### **Student and staff conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Student Interest and Disputes Resolution Advisor or refer to the statute on the Victoria policy website at: <http://www.victoria.ac.nz/home/about/policy>

The Policy on Staff Conduct can also be found at: <http://www.victoria.ac.nz/home/about/policy>

### **Academic grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; the Student Interest and Dispute Resolution Adviser is available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the Victoria website at: <http://www.victoria.ac.nz/home/about/policy>

There is also a leaflet explaining the grievance process available from the Academic Office website at: [http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx#grievances](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx#grievances)

### **Students with Impairments**

Refer to the *Meeting the Needs of Students with Impairments Policy*, available on the University's policy website <http://www.victoria.ac.nz/home/about/policy>

The University has a policy of reasonable accommodation of the needs of students with impairments. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Services to discuss your individual needs and the available options and support on a confidential basis. Disability Services are located on Level 1, Robert Stout Building: telephone 463-6070 email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

Information regarding support is available from the Faculty Office reception desk.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. There are a number of support services available to help you directly if your academic progress is causing concern or if there are elements in your life that are affecting your ability to study. These include:

- Your course coordinator or programme director;
- Staff in your Faculty Student Administration Office Student Dedicated learning support through Student Learning Support Service; Te Pūtahi Atawhai; Disability Services and Victoria International;
- Wider holistic support through the Health Service; Counselling Service; Financial Support and Advice; Accommodation Service and Career Development and Employment. Find out more at [www.victoria.ac.nz/st\\_services/](http://www.victoria.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz);
- Facilitation and Disputes Advisory Service can provide support and guidance on matters involving student safety, conflict or misconduct.

## TE ARO CAMPUS BUILDING RULES AND FACILITIES

Students on the Te Aro Campus are required to comply with the Faculty Guidelines relating to the safe use, access and care of the Architecture and Design technical resources and building facilities. These are available on the School website, and in the following documents available from the student R drive:

<R:\Student Health and Safety Information>

**FAD Health & Safety Handbook** – <http://www.victoria.ac.nz/fad/facilities/3d-model-workshops.aspx>

- Workshop and campus safety
- Safety training and safety precautions for the workshops
- FAD hazard Register
- Te Aro Campus floor plans

**FAD Technical Services and Facilities Handbook** – issued to all staff and available to all students on the student R drive, covering various local practices, including information on:

- Information for new staff and students
- Access and booking of teaching/studio spaces, and technical resources
- Studio etiquette and rules pertaining to exhibitions, critiques and storage of models/drawings
- Housekeeping/cleaning within the studios and workshops
- Information on Te Aro IT systems and support
- Te Aro campus floor plans

General information on Faculty/School Technical Facilities including **technical staff** and their associated areas: <http://www.vuw.ac.nz/architecture/facilities/index.aspx>

### WHERE TO GET HELP

Faculty of Architecture and Design Student Administration Office – Vivian Street – Level One

The Faculty's Student Administration Office is located on the first floor of the Vivian Street Wing. The first floor counter is the first point of contact for general enquiries and Faculty forms. Student Administration Advisors are available to discuss course status and give further advice and the Faculty qualifications. To check for opening hours call the Faculty Student Administration Office on (04) 463 6200.

## HEALTH AND SAFETY

Students are reminded that they must comply with any health and safety instructions given by staff members in charge or work places and instructions and signs posted around the campus. All students should familiarise themselves with the *FAD Health and Safety Manual* and *Notices around the Workshops and Laboratories*. Students are advised to refer to the Student R drive for safety and other relevant information. <R:\Student Health and Safety Information>

## WITHDRAWAL DATES

Information on withdrawals and refunds can be found at:

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>



Faculty of Architecture and Design

## Work Submitted for Assessment Declaration Form

Student's full name :

Course :

Assignment/project :

*(number and title)*

Date submitted :

# School of Architecture

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Refer to the information on Academic Integrity, Plagiarism and Copyright on the back of this form.

I confirm that:

- I have read and understood the University's information on academic integrity and plagiarism contained at <http://www.victoria.ac.nz/home/study/plagiarism.aspx> and outlined below:
- I have read and understood the general principles of copyright law as set out below:
- This project/assignment is entirely the result of my own work except where clearly acknowledged otherwise:
- Any use of material created by someone else is permitted by the copyright owner.

Signed:

Date:

# Academic Integrity, Plagiarism and Copyright

## ACADEMIC INTEGRITY

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. University staff and students are expected to treat academic, intellectual or creative work that has been done by other people with respect at all times. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity is simply about being honest when you submit your academic work for assessment

- You must acknowledge any ideas and assistance you have had from other people.
- You must fully reference the source of those ideas and assistance.
- You must make clear which parts of the work you are submitting are based on other people's work.
- You must not lie about whose ideas you are submitting.
- When using work created by others either as a basis for your own work, or as an element within your own work, you must comply with copyright law

(Summarised from information on the University's Integrity and Plagiarism website:

[www.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.ac.nz/home/studying/plagiarism.html))

## PLAGIARISM

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- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

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[www.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.ac.nz/home/studying/plagiarism.html)

## COPYRIGHT

Copyright law regulates the use of the work of an author, artist, designer or other creator.

- Copyright applies to created work including designs, music, computer programs, artistic and literary work.
- The work can be in printed, digital, audio, video or other formats.
- Normally the author or creator of a work owns the copyright for their lifetime and for 50 years after their death, (although sometimes someone other than the creator of a work owns the copyright to the work, such as the creator's employer, or a person who commissions the creator's work).
- You must have permission from the copyright owner to copy, alter, display, distribute or otherwise use created work.
- If the creator has applied a Creative Commons licence to a work, this permits others to use the work but only in accordance with that licence.

Further information on copyright is available on the Creative Commons Aotearoa FAQ website:

[http://www.creativecommons.org.nz/frequently\\_asked\\_questions#III1](http://www.creativecommons.org.nz/frequently_asked_questions#III1)