



PROCEDURES

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| Policy No. | D.1.3 |
| Title | Copyright |
| Approving Jurisdiction | Board of Governors |
| Policy Sponsor | Vice President, Academic, Students & Research |
| Last Revised/Replaces | January 2010 |
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| Signed by | Chair, Board of Governors |

DEFINITIONS

Copyright: The sole right of the copyright owner of a work to produce, copy, perform, publish, adapt, translate or telecommunicate that work and to authorize others to do the same.

Copyright Act of Canada: The Federal legislation that governs all matters related to copyright.

Copyright Cooperative: An organization that represents creators and licenses the use of their work.

Copyright Coordinator: A librarian at the College with expertise on copyright matters, who maintains copyright information, obtains copyright permissions where required, and who provides copyright information, guidance, and workshops.

Fair Dealing: The provision in the Copyright Act that allows limited copying and communicating of a work for the purposes of research, private study, education, criticism, review, news reporting, satire, and parody.

License agreement: A contract which outlines how licensed materials may be used.

PROCEDURES

1. Information regarding the use of copyrighted materials for education purposes is available in the Copyright Guide located on the Library website.
2. It is the responsibility of each individual to be familiar with the *College Copyright Policy*, *Copyright Act* and *Fair Dealing Guidelines*. Employees and students are responsible for consulting the Copyright Guide prior to copying, using and distributing copyrighted materials in face-to-face or online courses.

3. Questions regarding the Copyright Guide should be directed to the Copyright Coordinator or another librarian.
4. College and departmental copyright workshops are offered several times a year by the Copyright Coordinator and individual consultations are offered on a continual basis.
5. When the Copyright Act, fair dealing guidelines and/or licensing agreements do not allow for the instructional use of copyrighted materials, employees should contact the Copyright Coordinator to initiate a copyright permission request with the copyright owner or copyright cooperative.
6. Records for all copyright clearances, permissions and licenses are retained by the Copyright Coordinator.

RELATED POLICY

Refer to Copyright Policy D.1.3.