



PROCEDURES

Procedures Name	Copyright
Procedures Number	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Next Scheduled Review	November 2027
Last Updated	November 23, 2022

1. Information regarding the use of copyrighted materials for education purposes is available in the Copyright Guide webpage 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, distributing and posting 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. Questions regarding the respectful use and protection of Indigenous knowledge should be directed to the Copyright Coordinator and the Dean or designate, Indigenous Initiatives.
5. College and departmental copyright workshops and individual consultations are offered by the Copyright Coordinator on a continual basis.
6. 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.
7. Records for all copyright clearances, permissions and licenses are retained by the Copyright Coordinator.

RELATED RESOURCES

D.1.3 Copyright Policy

[The United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)