



## PROCEDURES

Title	<b>Copyright</b>
Policy No.	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 2010
Effective Date	June 8, 2016

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.