



# Copyright – Graduate Representative Council – January 2019

## University of Calgary

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Copyright Office: [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca)

- Copyright compliance on campus is a critical issue
- Provost created “One-Stop” Copyright Shop and provides a budget for permissions
- University policy on the [Acceptable Use of Material Protected by Copyright](#)
- All third party materials with the exception of purchased texts and material covered by Copyright Act exceptions must be reviewed by Copyright Office staff



- Copy a work onto a white or blackboard
- Copy to present a work in class (via data projector)
- Copy to include in an exam
- Use fair dealing to copy short excerpts of a work with proper credit (e.g. charts, tables, illustrations, images) to include in your PP to be posted to course management system or as handouts



- Play a sound recording/Show a legally acquired film
- Use material from Internet if a legal posting
- User-generated content/”mash-up clause” – using pieces of others works to produce your own new work
- Communication by telecommunication – distance education - please contact [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca) for more information



- FAIR DEALING – allows an individual to make a copy of a “short excerpt” of a copyright-protected work for individual research and study, education, critical analysis and review, news and news reporting, parody and satire
- Must follow the six factors set out by the Supreme Court
  - the **purpose** of the proposed copying, including whether it is for research, private study, education, review, criticism or news reporting;
  - the **character** of the proposed copying, including whether it involves single or multiple copies, and whether the copy is destroyed after it is used for its specific intended purpose;
  - the **amount** or proportion of the work which is proposed to be copied and the importance of that work;
  - **alternatives** to copying the work, including whether there is a non-copyrighted equivalent available;
  - the **nature** of the work, including whether it is published or unpublished; and
  - the **effect** of the copying on the work, including whether the copy will compete with the commercial market of the original work
- Multiple copies tend not to be considered fair
- Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating the entire work, is prohibited



- RESERVE – submit via web form (<https://library.ucalgary.ca/teaching/reserves>). The library will ensure copies of works are purchased if necessary
- PRINT COURSEPACKS – Bring your hard copy material and submit your electronic photocopy log to Bound & Copied
- DIGITAL READINGS – submit to the copyright email [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca) and include actual page numbers used as well as number of students in the class



- Course materials must be reviewed each semester in which they are used
- Materials from the library databases are under licenses which determine how they can be used (i.e. shared via links and/or PDFs)
- When you link, you are NOT making a copy so use a link whenever possible (to Library licensed material, web sites, etc.)
- Material is in the public domain 50 years after the death of the creator. If using that type of material, look for an older source (e.g. from Project Gutenberg or other open access sites) instead of using from a book still in print
- Use royalty free images from Wikimedia, Flickr, Microsoft licensed images, National Geographic

- Copyright webpages
  - <https://library.ucalgary.ca/copyright/>
- Fair dealing guidelines
  - <https://library.ucalgary.ca/copyright/>
- Permitted uses chart
  - [https://library.ucalgary.ca/ld.php?content\\_id=34050584](https://library.ucalgary.ca/ld.php?content_id=34050584)
- Copyright Office staff are available to review course materials
  - [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca)

- Acceptable Use of Material Protected by Copyright – University Policy - <https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf>
- Theses Copyright Guidelines - <http://libanswers.ucalgary.ca/loader.php?fid=8686&type=1&key=df3a77447e9a47c688fa2e3ec623fd9b>
- Fair Dealing Guidance for Students - [https://library.ucalgary.ca/ld.php?content\\_id=34108857](https://library.ucalgary.ca/ld.php?content_id=34108857)
- Scholarly Communications (publishing, author rights, predatory publishers, etc.) - <https://library.ucalgary.ca/guides/scholarlycommunication>
- Fair Dealing Checklist – <http://libanswers.ucalgary.ca/faq/199057>
- Faculty of Graduate Studies – Thesis information - <http://www.grad.ucalgary.ca/current/thesis>
- Faculty of Graduate Studies – Intellectual Property - <http://www.grad.ucalgary.ca/current/managing-my-program/academic-integrity/intellectual-property>

- It is imperative that we are compliant in all areas of copyright according to the Copyright Act and to the decisions of the Supreme Court which have served to provide us more exceptions. Our mission is to mitigate risk to the University and members of the University community so that we may continue to provide timely access to required material. We need all members of the University of Calgary to work towards this goal in order to avoid liability in the use of third party materials