

For more information about <school name here>'s licence with Access Copyright, or to receive permission to copy outside the terms of the licence, please visit www.accesscopyright.ca, email licensingadmin@accesscopyright.ca or call 800-893-5777 (416-868-1620 in Metro Toronto).

Other ways you have permission

Fair Dealing

The Access Copyright photocopying licence complements what the Canadian *Copyright Act* allows you to copy under fair dealing. Fair dealing allows some copying in certain circumstances, including private study, review or criticism.

You can get more information about fair dealing by visiting the Canadian Intellectual Property Office's (CIPO) website at www.cipo.gc.ca.

The Public Domain

The Canadian *Copyright Act* enables creators to earn a living from their work by protecting it for a term that is generally measured by the life of the creator plus 50 years. If the creator or creators of a work have been dead for more than 50 years, the copyright in their works expire, and you are free to copy the works. You can use works that are in the public domain in limitless ways, including cultural, educational, personal and social purposes.

You can get more information about the public domain from CIPO or the Project Gutenberg website at www.gutenberg.org.

The Creative Commons

The Creative Commons is a relatively new system that allows copyright owners to provide users with varying degrees of access to their works. The author of a book, for example, can put that book online under a Creative Commons licence that allows users to copy all or part of the book, even for commercial purposes. There is a constantly growing body of useful works online that you can find by using the search feature on the Creative Commons website, or through various search engines – for example, by using Google's advanced search feature.

You can find out more about the Creative Commons at www.creativecommons.org.

Open Access Journals

The online Directory of Open Access Journals provides users with a searchable database of scientific and scholarly journals that allow users to "read, download, copy, distribute, print, search, or link to the full texts" of the articles they contain. Through this directory, you have access to a range of research to help you in preparing your courses.

You can find out more by visiting www.doaj.org.

Information for administration and faculty

Copyright

and the Access Copyright licence

School contact information here

School logo here

School logo here

You have work to do and you need information to do it. Between your school's photocopying licence, the public domain and fair dealing, you have access to a world of information you need to get that work done.

How does copyright work?

Copyright law protects creative works such as books, sound or video recordings, art works, photographs and other printed or digital material. Generally, under Canadian copyright law, the copyright owner of a work has the sole right to produce, reproduce or alter that work, which means that people who want to use the work in some way may need to get permission first.

The photocopying licence your school has with Access Copyright gives you advance permission to photocopy works where the use is not fair dealing, or they are not in the public domain. With the licence you are free to copy excerpts from print materials, like the books and journals in your school's library. Your school pays an annual fee to cover this copying and these fees are passed on to copyright owners so that they get paid for their work when it is copied instead of purchased.

The Access Copyright licence covers:

Handouts for free distribution

You may make enough copies for the number of students in the class and two for the instructor of the following:

Up to 10% of a published work or whichever is greater:

- a maximum of one chapter of a book, provided it is no more than 20% of the book
- an entire short story, play, essay, article or poem
- an entire newspaper or periodical article
- an entire entry from a reference work
- an entire artistic work reproduced in a book or periodical
- copies to replace damaged or missing pages of up to 20% of the work

Licence limits

Systematic, cumulative copying is prohibited, which means that you may not copy 10% of a publication one day, then another 10% the next day, and so on until most or all of the publication is copied.

Certain works are not covered by the Access Copyright licence - for example, print music, workbooks, newsletters, and advertisements. For a complete list of works that are not covered, please refer to the licence or contact <school's copyright contact here>.

Out of print works

Out of print works that are not commercially available may be copied if Access Copyright confirms in writing that the work is out of print in all editions. Authorization is usually provided by Access Copyright within 3 – 5 business days.

Coursepacks

Coursepacks are bound, assembled or packaged copies of materials from more than one publication that are compiled by the instructor to be used as course material by students. A coursepack may include course or lab notes created by faculty, assignments, material from the public domain, and so on, and can also include copyright protected material. Permission to copy copyright protected material is provided as part of <school name here>'s Access Copyright licence, except for works that do not fall under the licence or where the amount copied exceeds the licence terms.

When copying materials for coursepacks from copyright protected sources, the terms of the licence are:

For coursepack material from **non-textbook sources**, you are allowed to copy 15% of a work or the following, whichever is greater:

- an entire newspaper article or page
- an entire chapter, if it is not more than 20% of the book
- an entire single short story, play, poem, essay or article from a book or periodical issue containing other works
- an entire entry from an encyclopedia, dictionary or similar reference book
- an entire reproduction of an artistic work from a book or periodical issue containing other works. Artistic works include drawings, sculptures, paintings, prints, architectural works of art or works of artistic craftsmanship.

Coursepack material from **textbook sources** must not contain more than:

- 5% of a textbook, or more than one chapter
- two extracts from textbooks written by the same author and published by the same publisher within any five year period
- 50% textbook material

Permission beyond <school name here>'s licence with Access Copyright is required to copy certain works for inclusion in coursepacks.

Permission is required from Access Copyright or the copyright owner of a work if:

- the coursepack contains more than two extracts from textbooks by the same author and published by the same publisher within any five year period
- any one extract from a textbook exceeds 5% of the textbook
- you are copying over 15% and up to 25% of a work
- more than 50% of the coursepack consists of material taken from textbooks
- an extract is from a government publication
- a publication contains a notice expressly prohibiting copying under license with a reproduction rights organization, such as Access Copyright

Permission is required from the copyright owner of a work if the work you plan to use is:

- unpublished
- obtainable as a separate publication at a reasonable price (e.g. business cases and brochures)
- an original artistic work (such as a drawing or photograph)
- altered in any way
- an instruction manual, workbook or test
- a printed musical score
- a letter to the editor
- an advertisement in a print publication
- a newsletter restricted to fee-paying clients.

A notice which reads "This material has been copied under licence from Access Copyright. Resale or further reproduction is strictly prohibited" must be affixed to the cover of each coursepack. These stickers can be obtained by contacting Access Copyright.

Copying coursepacks for free distribution or for sale requires you to complete a full reporting log – an eLog – and send it to Access Copyright along with a royalty payment. These eLogs contain the bibliographic information that is necessary in order to pay the appropriate copyright owner for use of the work. eLogs can be downloaded from www.accesscopyright.ca and are to be submitted to Access Copyright on a quarterly basis.