



## Alexander College Copyright Statement

Last Updated: February 25<sup>th</sup>, 2020

Alexander College students, staff, and faculty are creators and consumers of intellectual content. The College adheres to Fair Dealing guidelines as outlined in the Canadian [Copyright Act](#). Each member of the College is responsible for ensuring they follow the policies and standards outlined by the Act.

Copyright refers to "the sole right to produce or reproduce the work or any substantial part thereof in any material form whatever, to perform the work or any substantial part thereof in public or, if the work is unpublished, to publish the work or any substantial part thereof" (*Copyright Act*, R.S.C., 1985, c. C-42, 3).

Infringing copyright refers to "for any person to do, without the consent of the owner of the copyright, anything that by this Act only the owner of the copyright has the right to do" (*Copyright Act*, R.S.C., 1985, c. C-42, 27).

In some instances, we can use other people's work without having to obtain copyright permission – this is called Fair Dealing.

Fair Dealing includes uses for:

- Research & private study
- Education
- Parody or Satire
- Criticism or review (requires mention of the source and author of work)
- News reporting (requires mention of the source and author of work)

The Supreme Court of Canada has stated that decisions on whether copying a work is considered "fair" must also take into consideration the following factors:

- The character of the proposed copying – does it include single or multiple copies, and is the copy destroyed after its intended use?
- The amount of the dealing, including the proportion of the proposed copy and the importance of the excerpt copied in relation to the entire work
- Alternatives to copying the work, and whether a non-copyrighted equivalent is available
- The nature of the work itself – is it published or unpublished?
- The effect that copying the work will have – will the excerpt compete in the commercial market with the original work?

### Faculty and Staff

Alexander College instructors are responsible for abiding by Canada's Copyright Act, and the College's copyright policies. Under Fair Dealing, instructors are allowed to copy or distribute a short excerpt or a copyright protected work for the purposes of: research, private study, education, parody, satire, criticism, review, or news reporting. These excerpts can be part of: class handouts, email messages, posts in Canvas, part of a classroom presentation or lecture, or as part of a course pack sold through the AC Bookstore. Please note that copying multiple short excerpts from the same copyright protected work, with the intention of reproducing amounts **beyond the fair dealing limits**, is prohibited.

A short excerpt is defined as:

- up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- one chapter from a book

- a single article from a periodical
- an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- an entire newspaper article or page
- an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work provided that in each case, no more of the work is copied than is required in order to achieve the allowable purpose.

(Ryerson University Library, 2013)

Please see the College's previous statement for information about copyright for [audiovisual materials](#).

## Students

For students, copyright is important when writing papers, making presentations, and accessing course readings. Students at Alexander College are subject to adhere to Canada's Copyright Act and the College's Copyright Policies when completing coursework or assignments including papers, projects, and presentations. Students will be subject to Fair Dealing exceptions when using copyright protected work in their assignments.

Students should note that instructors own copyright over their teaching materials (presentations, slides, exams, lectures and lecture notes), and students cannot copy these works without the instructor's permission, unless under a Fair Dealing exception as outlined in the Copyright Act.

Students should also note that they own copyright for the materials they create while at AC. As such, student presentations, projects, and assignments cannot be copied without the student's permission.

AC Students are expected to conduct themselves in a manner consistent with a high level of academic integrity. This means that students are expected to avoid plagiarism by citing their sources. Students can learn more about how to properly cite their sources from AC's [Writing and Learning Centre](#).

Examples from other private colleges: [Quest](#), [TRU](#) (access copyright), [Ryerson](#)