



## Copyright at Alexander College

- Copyright Statement
- Instructors & Staff
  - Audiovisual Materials
  - Content for Asynchronous Courses
    - Audiovisual Content
    - Course Readings, etc.
- Students
- Tools to Help
  - Copyright-free image sources
  - Research & Citation Help Tools

### ONLINE SEMESTER UPDATE:

AC adheres to Fair Dealing as outlined in the Canadian Copyright Act. Faculty must ensure that they are providing access to course readings ethically and legally. [Trosow and Macklem](#) (2020) outline the factors to consider in this time of emergency and sharing course readings in learning management systems (i.e. Canvas). When in doubt, link out! Please do not share links to content that is obviously not shared legally or ethically. Students should not share or post course readings outside of Canvas without permission. For further questions related to copyright, please contact the Library ([library@alexandercollege.ca](mailto:library@alexandercollege.ca)).

## Alexander College Copyright Statement

Last Updated: June 26th, 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thereof in any material form whatever, to perform the work or any substantial part thereof in public or, if the work is unpublished, to publish the work or any substantial part thereof” (Copyright Act, R.S.C., 1985, c. C-42, 3).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?

Copyright at other private colleges: [Quest](#), [Ryerson](#), [TWU](#) (Access Copyright).

## Instructors & 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)

## Audiovisual Materials

The changes to copyright in the recent Copyright Modernization Act (Bill C 11 – for more information see [here](#)) now allow instructors to show DVDs and television programs in the classroom and for educational purposes without the previously required licenses, though application for private institutions remains restricted by licensing. DVDs must be purchased copies, and they cannot be home-recorded, burnt or rented video recordings.

Most major studios are already licensed through a public performance rights subscription. The licenses are with the two leading Canadian PPR licensing agencies, [Audio Cine Films](#) (ACF) and [Criterion Pictures](#). Each agency represents a number of studios, and their license is a “blanket license” covering all or almost all films produced by the studio.

Between them the two agencies cover almost all of the major US and Canadian studios and production companies, and many independent producers and foreign films. If you would like to show a video in the classroom, please consult the librarian at either campus to ensure the appropriate licensing is in place to support your instruction.

Please do not attempt to download or digitize any streaming content (such as YouTube videos) without consultation with the Library. Requests of this nature will be handled on a case by case basis to ensure copyright is not violated.

YouTube videos (and other online videos) can be streamed and shown in classrooms as long as there is no explicit information on the video demanding copyright protection. If the video has been posted by the copyright owner (i.e. has not been reposted through a secondary YouTube member) and has no warnings to the contrary, instructors are allowed to play these streaming videos live in their classrooms. Please do not play or link to any material that you know, or suspect, has been illegally posted to a streaming site. For more information about copyright and YouTube videos, please see YouTube's information page [here](#).

Canada's updated Copyright Act can be found [here](#). For more information or for clarification, please visit the librarians at either campus.

## Content for Asynchronous Courses

### Audiovisual Content

AC Policy for films, documentaries, and other audiovisual content that are permitted to be used for asynchronous courses are only those that can be accessed from AC Library databases (e.g. Kanopy, NFB Campus) or those that are available as [public domain](#). AC Library cannot digitize materials for streaming that are commercially available on streaming sites or have licensing restrictions. Content that is not permitted or is an infringement of copyright is not be acceptable course material.

For information about using copyright free images check out the tools to help section of this guide.

*Please note: Films assigned for student viewing outside of those available through AC Library databases may not be accessible for students due to monetary factors and a country's [geo-blocking](#) restrictions. Some viewing sessions for students may be possible, but must be balanced with the asynchronous nature of the course, which should privilege information sharing outside of constraints like time and place.*

### Course Readings, etc.

AC Policy for course readings and other materials that are permitted to be used for asynchronous courses must be available through AC databases, available as [Open Educational Resources](#), [Open Access](#), or [Public Domain](#) works. For more information, please see AC Library's resource list of [Open Education Resources](#) available to Faculty by material type.

## 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](#).

## Tools to Help

### Copyright-free Image Sources

This section lists websites where staff, faculty, and students can find images that have open licenses. These sites are useful for when you want to include images in presentations. Check each website to see the conditions of use.

**Creative Commons** – search for content [here](#).

**Flickr Commons** – search for content [here](#).

**Wikimedia Commons** – search for content [here](#).

**Pixabay** - search for content [here](#).

**UnSplash** – search for content [here](#).

For more on public domain images visit [here](#).

### Research & Citation Help Tools

There are software programs available to download free online that can help you gather and manage citations for electronic content.

#### **Zotero**

Download at <https://www.zotero.org/>

#### **Mendeley**

Download at [https://www.mendeley.com/?interaction\\_required=true](https://www.mendeley.com/?interaction_required=true)