

Title: Copyright Compliance
Policy No. B5003
Category: Administration

1. PURPOSE

To outline the responsibilities of Langara College, its students, employees and associated parties with respect to compliance with Canadian copyright law.

2. DEFINITIONS

Copyright - the sole right to reproduce, or allow others to reproduce, in any form a work or parts of a work, to perform in public, or to publish an unpublished work. In Canada, protection typically begins immediately upon creation of a work and exists until 50 years after the creator's death. Registration of copyright is not necessary.

Courseware - any works, print or digital, produced by instructors using original or other sources for use by students in Langara programs.

Educational Exception - provisions within the *Copyright Act* allowing for use of copyrighted works in an educational setting.

Fair Dealing - provision in the *Copyright Act* that permits use of a copyrighted work by individuals, and libraries acting on behalf of individuals, for the allowable purposes of research, private study, education, criticism, review, parody, satire, or news reporting, without permission or payment of copyright royalties.

Intellectual Property - result of intellectual or artistic activity that can be protected by rights such as patent, copyright and trademark.

Moral Rights - respect for the integrity and purpose of a work which may not be assigned to a third party but may be waived.

Performance – any acoustic or visual representation of a work, performer's performance, sound recording or communication signal.

Public Domain - works that belong to the public, such as works for which copyright protection has lapsed or works that have been given to the public by the owner.

Publication - making a work available to the public by way of print, electronic or other means.

3. POLICY

- 3.1. Employees will acquire all materials in compliance with Canadian copyright law and College policies.
- 3.2. Employees will ensure that all types of resources that they use in their work for the purpose of creation, publication, distribution, performance, exhibition or projection must meet one or more of the following criteria:
 - a. The material is free of copyright restrictions, such as works in the public domain or facts.
 - b. The intended use is covered by fair dealing, educational exceptions, a licensing agreement, or by written approval from the copyright owner.
- 3.3. Employees will honour the intellectual property rights of creators, including moral rights, and will obtain written waivers and permissions when necessary.
- 3.4. Employees are responsible for initiating the process of clearing copyright and providing sources for all works submitted for copyright clearance.
- 3.5. Employees who produce their own courseware will ensure that their courseware meets all copyright requirements.
- 3.6. Employees who produce publicly available online content will ensure that all material used is free of copyright or has the necessary permissions.
- 3.7. Employees will not use college equipment, services or other resources to infringe copyright.
- 3.8. The College will ensure that copyright information is available to all employees.
- 3.9. The College will place notices near photocopiers to identify the restrictions of Canadian copyright law and license agreements.
- 3.10. College copying equipment and audiovisual equipment will carry an appropriate notice.
- 3.11. The Library will maintain all records of copyright clearances, permissions, and licenses for materials used in College business, including but not limited to print and digital courseware, College publications, and licenses from copyright collectives.
- 3.12. The College reserves the right to refuse services for processing copyright clearance for employees who request permissions for material that will require an unreasonable allocation of resources.

4. RESPONSIBILITY

For inquiries regarding this Policy, contact the Copyright Officer.

5. REGULATIONS/PROCEDURES

[Copyright Compliance Directives](#)

Amended by Education Council: June 18, 2013

Approved by Education Council: December 3, 2002