

## POLICY AND PROCEDURES

<b>POLICY NAME:</b> Copyright	<b>POLICY NUMBER:</b> 2.4.8	<b>CATEGORY:</b> Academic
<b>RESPONSIBLE EXECUTIVE:</b> President	<b>APPROVAL AUTHORITY:</b> Academic Council	<b>EFFECTIVE DATE:</b> February 9, 2022
<b>NEXT FULL REVIEW DATE:</b> February 8, 2027	<b>REVISED:</b> October 24, 2023	<b>REPLACES:</b>

### **Purpose**

The purpose of this policy is to ensure that all staff and students at Coquitlam College (the College) comply with the Copyright Act and related laws.

### **Scope**

This policy applies to staff and students at the College.

### **Policy Statements**

- The College recognizes its legal obligation to comply with the Copyright Act and will take all reasonable measures to ensure the staff and students abide by the Copyright Act and related laws.
- The College recognizes the Copyright Act and in agreement regarding the use of copyrighted works for academic teaching, learning and research purposes regardless of format (print, digital, graphical, audio or video).

### **Responsibilities**

#### Staff

1. Staff will respect the rights of copyright owners and shall not knowingly copy, distribute, sell, or use any print, digital, graphical, audio or video without the permission of the copyright owner or in accordance with appropriate policies and/or license agreements.
2. Under Fair Dealing, staff can copy or distribute short excerpts from copyright protected work for the purposes of research, private study, education, parody, satire, criticism or review and news reporting.
3. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited. (See Definitions).
4. Copying or communicating that exceeds a short excerpt limits must consult with the President or designate for evaluation of whether the proposed copying or communication is permitted based on the relevant circumstances.
5. Staff must report any violation of this policy to the President.
6. Staff who are found in violation of this policy may be subject to disciplinary action.

#### Students

7. Students must adhere to the Copyright Act, related laws and the College's policies when submitting course work such as papers, projects, or presentations.

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8. Students must adhere to Fair Dealing in the Copyright Act when using copyright protected work in their course work.
9. Students cannot copy the instructors own copyright material without the instructor's permission.
10. Students should understand they own the copyright of their course work created at the College and other students cannot copy their course work without their permission.
11. Students who are found in violation of this policy may be subject to disciplinary action.

### **Definitions**

**Copyright:** Is the exclusive, legal right to produce, reproduce, sell, or license, publish, or perform an original work or a substantial part of it. When others want to copy or use the work, they generally need to ask for permission and/or provide payment.

**Fair Dealing:** Fair dealing is a user's right in copyright law permitting use of, or "dealing" with, a copyright protected work without permission or payment of copyright royalties. The fair dealing exception in the Copyright Act allows you to use other people's copyright protected material for the purpose of research, private study, education, satire, parody, criticism, review, or news reporting, provided that what you do with the work is 'fair'. If your purpose is criticism, review, or news reporting, you must also mention the source and author of the work for it to be fair dealing.

### Short-Excerpts:

- (a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- (b) one chapter from a book
- (c) a single article from a periodical
- (d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- (e) an entire newspaper article or page
- (f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- (g) an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work

### **Related Documents**

- [3.1.5 Intellectual Property](#)
- [Copyright Act \(R.S.C., 1985, c. C-42\)](#)