



Copyright Practices Guide for GPRC Instructors and Staff : 2013-14

It is the responsibility of the individual to understand and comply with GPRC's policies regarding the use of copyright-protected works.

All practices described in this guide require that:

- any copying of a copyright-protected work must originate from a non-infringing copy of that work (published original, licensed copy, lawful online copy, library loan, etc.)
- the source of any work copied must be appropriately attributed

Consult the Library Digital Production Technician before proceeding with any use of copyright-protected works which exceeds the limits listed in this guide.

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1. Use of Public Domain Works

Works in the Public Domain (any work whose creator has been dead for at least 50 years) are not copyright-protected and may be used without limitation.

2. Use of Open Access and Open Education Resource Works

Instructors and Staff may copy and use entire Open Access and Open Education Resource works. It is the responsibility of the individual to understand and comply with the license terms specific to each Open Access or Open Education Resource work.

3. Linking to Copyright-Protected Works

Instructors and Staff may distribute links to copyright-protected works which can be found on a publicly-accessible website so long as it is reasonable to believe that the website is not infringing the copyright of those works.

4. Allowable Purposes for Copying Portions of Copyright-Protected Works

Instructors and Staff may copy reasonable portions (see Section 5) of copyright-protected works for the purposes of research, private study, criticism or review, news reporting, parody and satire as well as the following practices for the purpose of instruction:

- incorporating copied excerpts in the creation of new works
- presentation in the classroom or posting to a Moodle course space
- distribution to students via email, Moodle, handouts or Library Reserve lending

5. Defining Reasonable Portions for Copying of Copyright-Protected Works

For any of the purposes outlined in Section 4, Instructors and Staff may copy whichever is the greater of:

- 10% of a book or one chapter, story, essay, article, etc.
- 10% per issue of a magazine/journal or one article, story, essay, etc.
- one page or one article per edition of a newspaper
- one entire artistic work (image, diagram, plan, poem, musical score, etc.) from a published work or website which contains other such artistic works
- 10% of a video, film, animation, audio recording or cinematographic work
- 10% or 30 seconds of a song or musical work

6. Exceptions for Use of Entire Copyright-Protected Works

6.1 Instructors and Staff may present an entire copyright-protected work in class and/or post a copy of that entire work to a Moodle course space so long as:

- the Moodle course space is accessible only to registered students
- no copies of the work exceeding the limits outlined in Section 5 are distributed
- the copy is deleted from Moodle within 30 days of the end of the course

6.2 Instructors and Staff may copy an entire copyright-protected work for the purpose of presenting that work in the classroom and/or copying that work to a Moodle course space so long as:

- the entire work can be found on a publicly-accessible website
- it is reasonable to believe that the website is not infringing that work's copyright.
- the website does not have a clearly-visible notice prohibiting educational use
- no copies of the work exceeding the limits outlined in Section 5 are distributed
- the Moodle course space is accessible only to registered students

7. Sale of Printed or Photocopied Coursepacks

Sale of printed or photocopied coursepacks should be discontinued in favour of digital delivery of course materials via GPRC's Moodle course space or email.

Printed or Photocopied coursepacks which include copyright-protected works will not be sold by the GPRC Bookstore except for the following:

- Trades and Apprenticeship coursepacks intended for worksite or shop use where use of digital documents or online resources is not practical.
- Coursepacks provided by partner institutions who have resolved all rights or license requirements related to the copyrighted works included in said coursepacks
- Coursepacks containing works:
 - owned or produced by GPRC or its employee(s)
 - produced by students or other members of the College community
 - expressly permitted for GPRC's use by the copyright owner
 - published under an Open License (Creative Commons, OA, OER, etc.)
 - licensed to GPRC

Printed or Photocopied coursepacks which include copyright-protected works copied under Fair Dealing and within the limits specified in Section 5 of this guide may be approved for sale at the discretion of the Library Digital Production Technician.