

# UNIVERSITY OF CALGARY COPYRIGHT OFFICE

Your one stop for copyright questions, concerns and third party material review



**We are here to help**  
**copyright@ucalgary.ca**

**Website**  
**<http://library.ucalgary.ca/copyright>**

## Current Situation

- The University of Calgary has opted out of the Access Copyright Model License – copyright compliance is now more important than ever
- A Copyright Office has been established to assist faculty, staff and students with all copyright related matters
- Standard fair dealing guidelines and copyright procedures have been adopted
- The University of Calgary encourages access to works while ensuring that the rights of creators are respected in accordance with the Copyright Act. It is the responsibility of each individual to ensure compliance with copyright regulations

## Impact

- All third party materials with the exception of purchased texts and material covered by Copyright Act exceptions must be reviewed by Copyright Office staff
- There are three types of readings to consider
  1. Reserve – submit requests to <http://library.ucalgary.ca/reserve-request-form>
  2. Print Coursepacks – submit your electronic photocopy log to either the Bookstore or Bound and Copied and drop off your hard copy material
  3. Digital Readings – submit to [copyright@ucalgary.ca](mailto:copyright@ucalgary.ca). Include page numbers for selections and provide course number and enrolment number
- If your lecture presentations include third party material and you intend to post it to the course management system, we can confirm if this use falls under fair dealing

## PERMITTED USES CHART

<b>CAN I?</b>	<b>From a required textbook</b>	<b>From a supplementary textbook</b>	<b>From a licensed work</b>	<b>From a non-licensed work</b>	<b>From a website</b>
<b>IN CLASS</b>					
Project a copy	YES	YES	YES	YES	YES
Project an image or figure	YES	YES	YES	YES	YES
Project a video	N/A	N/A	YES	MAYBE  Check with librarian	YES
<b>FOR AN EXAM/TEST</b>					
Project images	YES	YES	YES	YES	YES
Post scanned material	YES	YES	YES	YES	YES
Handout photocopied material	YES	YES	YES	YES	YES
<b>COURSE MGMT SYSTEMS</b>					
Post a persistent link	YES	YES	YES	YES	YES
Post a PDF	MAYBE  Check agreement with textbook company	MAYBE  Check license  <a href="http://licenses.library.ucalgary.ca/">http://licenses.library.ucalgary.ca/</a>	MAYBE  Check license  <a href="http://licenses.library.ucalgary.ca/">http://licenses.library.ucalgary.ca/</a>	NO*  Supply link if possible or get permission	MAYBE  Supply link (preferable) or check terms of use on site
Post a figure or chart	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS
<b>COURSEPACKS</b>					
Include a figure or chart	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS	YES - FAIR DEALING ANALYSIS
Include PDFs	N/A	N/A	MAYBE  Check license  <a href="http://licenses.library.ucalgary.ca/">http://licenses.library.ucalgary.ca/</a>	NO*  Usually permission is required unless in public domain or Open Access	MAYBE  Supply link (preferable) or check terms of use on site

\* Some material from an interlibrary loan may be allowed. Check with your librarian.