

# Copyright in the Classroom

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Fall 2016



Canada has a *Copyright Act*:

<http://laws-lois.justice.gc.ca/eng/acts/c-42/>

UofA has a *Use of Copyright Materials Policy*:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Use-of-Copyright-Materials-Policy.pdf>

# What do instructors need to know about copyright in the classroom?

- **\*link\*** to resources instead of providing copies to students
- **\*distribute\*** copies under an exception **or** from a resource licensed for classroom use
- Submit a *Copyright Review Request Form* if you are preparing a **\*course package\***, are unsure about terms of use, or would like the Copyright Office to seek permission
- **\*present / display\*** content for \_\_\_\_\_ educational purposes

**UofA Libraries  
negotiate for and  
purchase access  
to resources for  
use in your  
classroom.**

**\*linking\*** to resources  
is not copying and  
the Libraries can help  
you link to licensed  
resources

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# Link to Resources

## Licensed Library Resources

<http://guides.library.ualberta.ca/linking-to-library-online-resources>



[University of Alberta Libraries Home](#) / [Subject Guides](#) / [Linking to Library Online Resources](#) / [Home](#)

### Linking to Library Online Resources

Home

Let the library do it

Direct Links to Articles

Use 'Get It' for Linking

Use 'RefWorks' for Linking

Linking to eBooks

Linking to Databases, Library Guides,  
ERA, Google Scholar

#### Linking to Library Licensing Online Resources

The Library provides access to numerous online resources that we license from online vendors/publishers, and it makes sense for instructors to provide links to these resources on their course reading lists/outlines. However, due to our vendor/publisher licensing requirements, links to online resources must include a prefix that prompts for authentication for off-campus access.

The Library uses an application called EZProxy to manage off-campus authentication to our resources. To facilitate off-campus access to our online resources, the EZProxy prefix (<http://login.ezproxy.library.ualberta.ca/login?url=>) should be added to any links you provide to your students.

For example, the following is a URL for an online article:

<http://pubs.acs.org/doi/pdf/10.1021/bi8006143>

# Library Reading List Service

Library staff will create a reading list or place material on reserve  
<http://www.library.ualberta.ca/readinglist/index.cfm>

## READING LIST / RESERVE REQUEST

We aim to make library resources in class reading lists easily accessible. Upon submission, we will respond within five business days with a reading list or reserve request. In a hurry? Create your own links using our [Linking Guide](#).

Print only items will be referred to our Reserve staff. Please allow 2-3 weeks for Reserve at <http://library.ualberta.ca/reserveroom>.

**Questions?** Email library staff <http://web.library.ualberta.ca/ere>

Submit your Reading List / Reserve Request:

Name (Last name, First name)

Department

Telephone

Library Card Barcode number

For items only available in print, please indicate:

Date to be placed on print reserve (YYYY-MM-DD)

Date to remove from print reserve (YYYY-MM-DD)

Number of students

Please type asterisks \* next to required readings on your list.

Attach Reading List (MS Word Documents)

No file chosen

OR

Please enter full citation information in this box (title, author, date, etc.)

***Copyright Act***  
**exceptions are**  
**separate from**  
**negotiated licence**  
**agreements.**

**\*distribute\*** copies (in  
paper or digital  
format) under an  
exception **or** from a  
resource licensed for  
classroom use

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**“...the University has acquired licences allowing users access to specific works for limited uses pursuant to negotiated contract terms.” - UA policy**





# Distribute Licensed Articles

Many eResources licensed through the UofA Libraries allow for classroom use.

Check first: <https://www.library.ualberta.ca/>

## Journal of Academic Ethics

### License Terms of Use

Can I post a copy in a course management system?	Yes	You may include material from this resource in course management systems like eClass. <a href="#">More/Less Information</a>
Can I put it in a course pack?	Yes	You may include material from this resource in course packs, which are compilations of articles for use by students in a class. <a href="#">More/Less Information</a>
Can I link to it?	Yes	You may create a persistent electronic link to an individual article or ebook. <a href="#">More/Less Information</a>
Can I make print or electronic copies?	Yes	You may make print and electronic copies for personal use. <a href="#">More/Less Information</a>

Full/Alternate Title(s): Journal of Academic Ethics

Format: Journal

Published: Dordrecht

ISSN: 1570-1727

### Subjects

- [Arts and Humanities](#)
- [Social Sciences](#)

Subscription	Coverage	Note	Our Usage Rights
<a href="#">Canadian Research Knowledge Network Springer Link Current</a>	Available from 2003 volume: 1 issue: 1.		eClass? <b>No</b> Course Packs? <b>Yes</b> Link?
<a href="#">EBSCOhost OmniFile Full Text Select</a>	Available from 2008 until 2011.		eClass? <b>No</b> Course Packs? <b>Yes</b> Link?
<a href="#">Education Research Complete</a>	Available from 2008 until 2011.		eClass? <b>No</b> Course Packs? <b>No</b> Link?
<a href="#">ProQuest Education Journals</a>	Available from 2003. Most recent 1 year(s) not available.		eClass? <b>Yes</b> Course Packs? <b>Yes</b> Link?

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Can I post a copy in a course management system?	Yes	You may include material from this resource in course management systems like eClass. <a href="#">More/Less Information</a>
Can I put it in a course pack?	Yes	The licensee and authorized users may incorporate parts of the licensed materials in course management systems like eClass. <a href="#">More/Less Information</a>
Can I link to it?	Yes	You may include material from this resource in course packs, which are compilations of articles for use by students in a class. <a href="#">More/Less Information</a>
Can I make print or electronic copies?	Yes	The licensee may incorporate parts of the licensed materials into print course packs, which are compilations of materials such as articles and book chapters by an academic institution for use by its students in a class for the purposes of instruction.
Can I link to it?	Yes	You can create a persistent electronic link to an individual article or ebook. <a href="#">More/Less Information</a>
Can I make print or electronic copies?	Yes	Posting or scanning articles or book chapters on personal and course websites or in a course management system such as eClass is generally not allowed. Please create a persistent or durable link to the material instead.
Can I make print or electronic copies?	Yes	You may make print and electronic copies for personal use. <a href="#">More/Less Information</a>

# Distribute Licensed eBook Chapters

Routledge International Handbook of Ignorance Studies

Matthias Gross, Linsey McGoey

Purveyors of ignorance

Publication details

<https://www.routledgehandbooks.com/doi/10.4324/9781315867762.ch12>

S. Holly Stocking, Lisa W. Holstein

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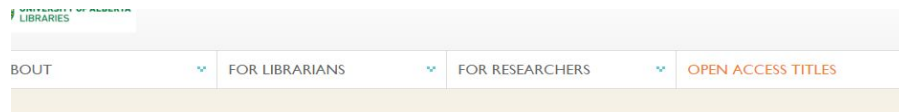
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# Distribute Print Resources

Fair Dealing Exception:

- Follow the *Fair Dealing Copying Guidelines* (created by UofA) when providing students with copies of print resources via handouts or (digitized) eClass / LMS postings.





# CHECK BEFORE YOU COPY

Copyright and Licensing Office | [copyright.ualberta.ca](http://copyright.ualberta.ca)

## Copying Guidelines

Under the Canadian **Copyright Act** individuals may not make copies of all or substantial parts of copyright works without the copyright owner's consent. Copyright subsists in **literary, dramatic, musical** and **artistic** works.

The **Copyright Act** allows a **FAIR DEALING** exception that **permits the use of a substantial portion** of a copyright work for the purpose of research, private study, criticism or review, or news reporting. Under these guidelines, you may copy the following for your **research** or **private study**:

- 1 **You MAY copy:** up to ten (10) per cent of a **Published Work**, other than a commercial textbook produced primarily for the post secondary education market, or the following, whichever is greater:
  - a an entire chapter from a book provided that it does not exceed twenty (20) per cent of the book;
  - b an entire article from a periodical publication;
  - c an entire short story, play, poem or essay from a book or periodical publication;
  - d an entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference book;
  - e an entire reproduction of an artistic work from a book or periodical publication; and
  - f a single musical score from a book or periodical publication.
- 2 In the case of a **commercial textbook** produced primarily for the post secondary education market, copies may be made of up to five (5) per cent of the following, whichever is greater:

**Distribute print resources under the fair dealing exception as interpreted by the UofA**



**Updates  
Coming**

[http://www.copyright.ualberta.ca/UofA\\_FairDealing.pdf](http://www.copyright.ualberta.ca/UofA_FairDealing.pdf)

**Confused?**

**Need permission?**

**Using a course package?**

# Copyright Review Request Form (required for course packages, email as attachment to Copyright Office)

<http://www.copyright.ualberta.ca/>

[copyright@ualberta.ca](mailto:copyright@ualberta.ca)

File Ref. #:	
Received:	

For completion by instructor/requestor [required]

Course Start Code & No.:	
Course Name:	
Instructor:	
Faculty:	
Requestor:	
Email:	
Phone:	
Select Format:	Digital Copies via eClass

Email to: [Email completed form to copyright@ualberta.ca](mailto:copyright@ualberta.ca)

## Copyright Review Request Form

Questions? Contact the Copyright Help Desk at [copyright@ualberta.ca](mailto:copyright@ualberta.ca)



### Complete this form and email to the Copyright Office:

#### for Printed Distribution of Course Materials

- > When preparing a printed COMPILATION - excerpts of copyright material (created by others) selected from various print or digital sources.
- > When preparing printed CUSTOM COURSEWARE - combination of original (instructor's) material and excerpts of copyright material from print or digital sources.

#### for Digital Distribution of Copies

- > Before uploading copies (usually a PDF) where the PDF is made from:
  - a print source, AND the copying is outside the University of Alberta's Fair Dealing Guidelines
  - a source held in the UA Libraries digital collection AND the licence from which you downloaded your PDF does not include copy permission
  - the open web AND there is a clearly visible notice prohibiting copying for educational use.

Legend	Source Work Type
BK	Book (all books, including textbooks)
AN	Anthology (compilation with multiple authors)
JA	Journal Article (print or online journal)
NP	Newspaper (print or digital source)
OT	Other (i.e. business case, out-of-print work)
WB	Content from an internet website (www)

\*\*\* Click on column headings for **instructions** \*\*\*

ISBN/ISSN -OR- Product No.	1st Author of Selection		2nd Author of Selection		Editor/Author of Source Work		Source	Selection	Publisher	Year of Publication	Total Pages in Publication	First Page # Copied	Last Page # Copied	Total Original Pages	Number of Sets	Total Pages Copied	Source Work Type	Percent (%) copied
	First Name	Last Name	First Name	Last Name	First Name	Last Name	eg. book name & edition; journal name/vol/issue/ date; server/domain name (not URL)	eg. chapter title or selection title; URL to file location	eg. company name or owner of website (not URL)									

### GREYED AREA FOR COPYRIGHT OFFICE USE

No.	<i>example line</i> 0920079636	Erna	Paris			Douglas	Fetherling	Best Canadian Essays: 1990	"The Boat People: The Toronto Voyage"	Fifth House Publishers	1992	322	52	75	24	6	144	BK	7%
1															1				
2															1				
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6															1				
7															1				
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11															1				

# **When do I use the Copyright Office course review and permissions service?**

- When you are compiling a course package that will be published by SUBPrint.
  - When you are unsure about whether or not you can distribute materials in your classroom.
  - When you would like the Copyright Office to seek permission for you to use materials in your classroom.
-

**Rely on *Copyright Act* exceptions to display content in the classroom.**

**\*present / display\***  
course content for  
educational  
purposes in the  
classroom

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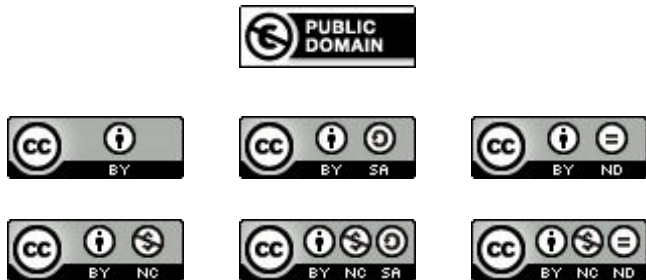


# Presentation of Course Materials

- Check the terms of use for conditions, restrictions, or limitations when using resources accessible via licence or subscription.
- Cannot display material that is commercially available in a format suitable for this use.



# Author Rights and CC Licensing



- Tell others how they can use your work: assign a Creative Commons licence  
<https://creativecommons.org/>
- Review your publisher agreements **carefully** and ensure that your own work(s) can be re-used for educational purposes
- Work with publishers that support your needs

# Remember:

1. Link to resources where reasonable, distribute with care in the classroom.

**pedagogically sound**

**via a licence (library or CC)**

**fair dealing exception**

**permission**

2. Plan ahead for course packages, copyright course reviews, and permissions.

**6-8 weeks**

**requested by CRO or you?**

# Questions?



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