



UNIVERSITY OF ALBERTA COPYRIGHT OFFICE

copyright.ualberta.ca
copyright@ualberta.ca

Welcome, new faculty!

The Copyright Office is a source of information and guidance for the University of Alberta community on issues related to copyright.

1. Be sure to familiarize yourself with the University of Alberta's UAPPOL [Use of Copyright Materials Policy](#) and [Procedure](#)
2. The [Copyright Act](#) has a Fair Dealing exception, and the University of Alberta has developed [Fair Dealing Guidelines](#) to help you determine what and how much material you can copy and disseminate for educational use.
3. Using eClass or an LMS? Unsure of what materials you can post to your secure course website? See the ["Posting to a Learning Management System"](#) section of our website for more information, or submit a Copyright Review Request Form for an in-depth copyright review.
4. Showing a film or YouTube videos in class? Displaying images in presentation slides? See the ["Showing Movies"](#) section on our website for information on educational exceptions for in-class instruction.
5. Are you using a print course package? All course packages are subject to review by the Copyright Office. Download our [Copyright Review Request Form](#) and submit your request 6-8 weeks prior to the start of your course.

Have more questions?

Contact us at copyright@ualberta.ca

