

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

- In September of 2012, the University of Calgary opted out of the Access Copyright Model License – copyright compliance by the university community continues to be critically important
- Copyright policies, including fair dealing guidelines, were adopted in support of the current copyright procedures
- Copyright Office staff are available to assist faculty, staff and students with matters related to copyright
- 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. 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

CAN I?	From a required textbook	From a supplementary textbook	From a licensed work	From a non-licensed work	From a website
IN CLASS					
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 copyright office	YES
FOR AN EXAM/TEST ◇					
Project images	YES	YES	YES	YES	YES
Post scanned material	YES	YES	YES	YES	YES
Handout photocopied material	YES	YES	YES	YES	YES
COURSE MGMT SYSTEMS					
Post a persistent link	YES	YES	YES	YES	YES
Post a PDF	MAYBE Check agreement with textbook company	MAYBE Check license http://licenses.library.ucalgary.ca/	MAYBE Check license http://licenses.library.ucalgary.ca/	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
COURSEPACKS					
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 http://licenses.library.ucalgary.ca/	NO* Usually permission is required unless in public domain or Open Access	MAYBE Supply link (preferable) or check terms of use on site

◇ Harvard and Ivey cases must be purchased

* Some material from an interlibrary loan may be allowed. Check with the copyright office copyright@ucalgary.ca