

Copyright procedure

Parent policy

Copyright Policy

Purpose

The purpose of these procedures is to set out the standards for due diligence when working with copyright across all of the College's activities. The procedures will facilitate academic use of copyrighted material and guide the use of materials where the College is the rights holder.

Scope

These procedures apply to all faculty, staff and contractors of Bow Valley College and registered Bow Valley College learners. The procedures apply to any work that the College creates or publishes through the work of its employees or contractors, the purchase of works for use within the College, and the sale of works created by the College or the brokering of works created by College.

Compliance

Employees, contractors, volunteers and registered learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, guidelines and any other attached documentation that relates to their position, employment, or enrolment at the College.

Procedures

The following are a list of procedures to follow when dealing with Copyright at Bow Valley College.

1. Functions of the Copyright Office to comply with current Canadian copyright law:

- 1.1. The Copyright Office is responsible for consulting, educating and advising College employees on matters related to copyright policy, legislation and the educational practice of "Fair Dealing."
- 1.2. The Copyright Office is responsible for the maintenance of standardized digital records of the requests made for use of works that fall outside the parameters of "Fair Dealing".
- 1.3. The Copyright Office will perform periodic internal audits of the standardized digital records in order to compare records with College works as required by licensing agreements.
- 1.4. The Copyright Office will ensure that all necessary royalty payments are made.
- 1.5. The Copyright Office will consult on issues relating to copyright and reproduction of works and copyright licensing agreements.
- 1.6. The Copyright Office will consult on copyright issues relating to the brokering of College works.
- 1.7. The Copyright Office will provide ongoing training and disseminate updated information regarding copyright.
- 1.8. The Copyright Office will process the registration of College works with the National Library of Canada.
- 1.9. The Copyright Office will maintain a library of copyright/reference pages for College works for the purposes of reporting as required by licensing agreements.

2. College-wide structure to comply with current Canadian copyright law:

- 2.1. College employees are responsible for creating citing statements for works where permission has been obtained or works that fall under the parameters of "Fair Dealing" or public domain.

- 2.2. College employees are responsible for consulting with the Copyright Office in order to obtain permission for works that fall outside the parameters of “Fair Dealing”.
 - 2.3. Deans and Directors of the College schools and centres are responsible for ensuring that current and new employees receive the appropriate level of copyright training.
 - 2.4. Deans and Directors of the College schools and centres are responsible for dealing with employees who do not comply with copyright.
 - 2.5. Employees of the College may make alternate format copies at the request of a learner with a perceptual disability.
- 3. Functions of the bookstore and printing services provider to comply with current Canadian copyright law:**
- 3.1. The bookstore manager and the manager of the printing service provider are responsible for maintaining use records for the purposes of reporting as required by licensing agreements.
- 4. Functions of the Library and Learning Commons to comply with current Canadian copyright law:**
- 4.1. The Library and Learning Commons Lead is responsible for maintaining the Library databases.
 - 4.2. Employees of the Library and Learning Commons are responsible for posting information regarding copyright compliance by learners.
 - 4.3. Employees of the Library and Learning Commons will guide learners to appropriate resources to help learners comply with copyright.
 - 4.4. Employees of the Library and Learning Commons may maintain reserves at the request of an instructor, facilitator or curriculum developer.
 - 4.5. Employees of the Library and Learning Commons will process requests for inter-library loans.
- 5. Functions of Instructors, Facilitators or Curriculum Developers to comply with current Canadian copyright law:**
- 5.1. Instructors, facilitators or curriculum developers are responsible for creating citing statements for works indicating that permission has been obtained or that works fall under “Fair Dealing” or public domain.
 - 5.2. Instructors, facilitators and curriculum developers are responsible for consulting with the Copyright Office in order to obtain permission for works that fall outside the parameters of “Fair Dealing”.
 - 5.3. Instructors and facilitators will be responsible for educating their learners concerning their responsibility to comply with copyright or they will arrange for an employee from the Copyright Office or the Library and Learning Commons to educate their learners.

Definitions

Definitions of common terms may be found in the copyright policy.

Data sheet

Responsible officer

Director, Learning Resource Services

Questions regarding this procedure should be addressed to the Responsible Officer.

Relevant dates

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Effective	April 24, 2013
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Verified by	Office of the President, March 2022*

Related policy

#500-1-3 Copyright Policy

Associated policies, procedures, and guidelines

As noted in the parent policy.