

 Policies and Procedures		Number 8810	Title Use of Copyright Materials		
		Replaces	NEW		
		Effective	2012-03-21	Next review :	2015-03-21
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2012-03-21	
College Librarian	College Librarian	Recommended/Approved by Education Council		N/A	
		Approved by President		2015-0514	

1. PURPOSE

This policy outlines Selkirk College's expectations regarding compliance with copyright laws.

2. SCOPE / LIMITS

This policy applies to all Selkirk College employees.

3. DEFINITIONS

- *Copyright Act* means the Federal Act governing matters related to copyright.
- A *copyright collective* is an organization that represents a defined group of creators and licenses the use of the copyrighted works of those creators.
- Content provider: suppliers of copyright materials, such as database vendors.

4. POLICY

All use of copyright material by Selkirk College staff shall be done in accordance with the *Copyright Act*, and applicable contractual agreements with copyright collectives and content providers.

It is the responsibility of individuals to ensure their use of copyrighted material is in compliance with the *Copyright Act*, and any licensing agreements Selkirk College has with copyright collectives, or content providers.

Employees needing information regarding the use of copyrighted material can contact the librarians at Selkirk College Library for assistance.

5. RELATED INFORMATION

- The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/>
- CAUT Guidelines for Fair Dealing: <http://library.selkirk.ca/servicesfor/cautcopyright.pdf>
- Copyright information for Selkirk College employees:
<http://library.selkirk.ca/servicesfor/facultystaff.htm>
- Employees needing assistance with copyright matters can contact the librarians at Selkirk College Library.