



# Copyright Guidelines for Students



## COPYRIGHT BASICS

Copyright law protects creative works such as books, computer programs, sound and video recordings, photographs, songs and other printed or digital material and website content.

Anyone wanting to use the work in some way may need to get permission first.

Copyright law provides some **exceptions** to these exclusive rights.  
This is called the **Fair Dealing** provision.

## FAIR DEALING GUIDELINES

You may reproduce **short excerpts** from a copyright protected work for research, private study, criticism, review, news reporting, education, satire, parody, and student assignments.

A **short excerpt means up to 10% or less** of a copyright-protected work, such as:

- one chapter from a book
- a single article from a periodical
- an entire newspaper article or page
- an entire single poem or musical score from a copyright-protected work
- an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work
- an entire artistic work (painting, print, photograph, diagram, drawing, map, chart, plan) from a copyright protected work.

It is **prohibited** to:

- copy more than is required to achieve the intended purpose.
- copy multiple short excerpts from a work if it results in copying more than 10% of the work.

**This means you should not copy all, or most, of a book!**

Short excerpts **must include a citation** of the work.

**Finding it on the internet does not necessarily mean you can use it.**

## AUDIO VISUAL MATERIAL

You may use videos and sound recordings in the classroom provided they have been legally obtained.

Please note that the Fair Dealing provision also applies to video and sound recordings.

Content creators such as CBC have channels on *YouTube*.  
The videos found on these channels can be used.

*YouTube* and other video-sharing sites may contain illegally uploaded content.  
Check the legitimacy of a video before using it.

## E-RESOURCES and POSTING TO CANVAS

Check any online source for the *Terms of Use, Terms and Conditions, Legal Notices, or Copyright Notice* to determine whether work can be used for educational purposes.

### E-journals

Some library databases do not allow copying of PDF files and reposting them.

**It is preferable to provide a link.**

### Social Media, Websites, Blogs, YouTube, Wikis, etc.

**Copyright issues related to creating internet content are very complex.**

Your concerns should be: basic copyright, domain name, trademark, defamation, linking and framing. Talk to a librarian, or do some research to avoid trouble!



**Dr. John Micallef Memorial Library | St. Mark's and Corpus Christi Colleges**  
library@stmarkscollege.ca | +1 604 822 4463 ext. 109 | www.stmarkscollege.ca/library

## Public Domain

Most works enter the public domain 50 to 70 years after the death of the creator and can be distributed or adapted freely. Always check copyright status of works as there are exceptions.

## Creative Commons

An image or other work with a Creative Commons license can be distributed freely, but must be cited. Check the license terms before modifying in any way.

<https://creativecommons.org/licenses/>

## Open Access

Usually use is freely allowed, but check the *Terms of Use*.

## Government Publications

Federal works may be freely distributed unless noted otherwise.

Provincial or municipal works beyond Fair Dealing requires permission.

## A STUDENT'S RESPONSIBILITY

Know and respect the limits of the Fair Dealing Guidelines.

Know your rights and obligations under copyright law.

Know the procedure for seeking copyright advice and obtaining permission.

Avoid plagiarism and copyright infringement.

**Plagiarism** is passing off someone else's work as you own.

Give credit to the original creator of any work, image or recording you use (citation).

**Copyright infringement** is using someone else's work without permission. Even if you cite the work, you can commit copyright infringement if you do not have permission to use it.

## RESOURCES

**Copyright at UBC:** <https://copyright.ubc.ca/>

**Copyright Decision Tool:** <https://copyright.uottawa.ca/fair-dealing-decision-tree>

**Contact library staff:** [library@stmarkscollege.ca](mailto:library@stmarkscollege.ca) 604.822.4463 ext: 109