



## **COPYRIGHT POLICY**

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Academic Administration

Reference Code: A37\_V1

Effective Date: 12/1/2012

### **POLICY STATEMENT:**

Conestoga is committed to providing access to print, audio-visual, and electronic resources to support professional and educational practices within the College in compliance with current Canadian copyright legislation, regulations, external adopted policies and agreements.

### **SCOPE:**

The Copyright Policy applies to all Conestoga stakeholders, including administration, faculty, staff, and students that access, use and/or wish to make or distribute copies of copyright-protected materials.

### **DEFINITIONS:**

#### **Copy:**

A reproduction of a physical or electronic original created by any means, including but not limited to photocopying, scanning, printing, emailing, faxing, storing, posting, or uploading.

#### **Copyright:**

The right to produce or reproduce a work. In Canada, copyright exists the moment an idea or creation is fixed into a tangible form, either physical or electronic, regardless of whether or not a copyright statement appears on the work. Only the copyright owner, who is most often the creator of the work, has the right to produce or reproduce a work.

#### **Fair Dealing:**

An exception in the Copyright Act that allows an individual to make a copy of a work without the permission of the copyright owner for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.

## **POLICY ELABORATION:**

### **Policy Subheading:**

- The Copyright Policy demonstrates Conestoga's commitment to fulfill its legal obligation to comply with current Canadian copyright legislation, College agreements, and external copyright policies adopted by the College.
- Conestoga is committed to providing access to print, audio-visual, and electronic resources to support professional and educational practices within the College.
- Conestoga is responsible for educating and communicating with its stakeholders about Copyright, including what materials can or cannot be reproduced, copied, distributed, or sold within the College. Conestoga stakeholders are individually responsible for adhering to Copyright practices and legislation, for seeking clarification and guidance where required, and for working in consultation with the College to obtain permissions where necessary.
- For more information pertaining to Copyright compliance, permissions, and resources, please refer to this Copyright Policy's References.

### **REFERENCES:**

Academic Integrity Policy

<http://www.conestogac.on.ca/about/policies/app/integrity.pdf>

Access Copyright

<http://www.accesscopyright.ca>

Access Copyright Exclusions List

[http://www.accesscopyright.ca/media/1771/access\\_copyright\\_exclusions\\_list.pdf](http://www.accesscopyright.ca/media/1771/access_copyright_exclusions_list.pdf)

Alternate Format Policy

<http://www.conestogac.on.ca/about/policies/students/alternateformatpolicy.pdf>

Association of Canadian Community Colleges (ACCC) Fair Dealing Policy

<http://www.conestogac.on.ca/lrc/copyright/fairdealing.pdf>

Copyright Act of Canada (R.S.C., 1985, c. C-42)

<http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

Also see Bill-C11 – Act to Amend the Copyright Act

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Docid=5144516&File=30>

Also see S.C.1997, c.24, s.18(1) – Fair Dealing clause

Copyright Board of Canada

<http://www.cb-cda.gc.ca/home-accueil-e.html>

Copyright Guides for Conestoga

<http://www.conestogac.on.ca/lrc/services/copyright.jsp>

Research Intellectual Property Rights  
<http://www.conestogac.on.ca/research/forms/rschproprights.pdf>

**REVISION LOG:**

Policies and Procedures Committee                      Approved 11/23/2012

Academic Coordinating Committee                      Approved 11/28/2012