



A Brief Guide to Copyright at University of the Fraser Valley

What is Copyright?

Copyright is your right to copy, modify, perform, or charge for anything you have created - whether it be a work of writing, art, music.

In Canada, this is an automatic right. You don't need to apply.

So if someone wants to use your work they have to ask for permission. You can even request a payment for its use. You need to do the same if you want to use someone else's work.

Your right to your work and other's right to their work extends for 50 years after death. After this, the work is in the "public domain".

Be careful of the "small print" though because often when you publish a work through a publisher or upload something to a social networking site you give up your copyright. Also when you create something at work, your employer will hold the copyright.

Copyright laws are applicable at all times. As a student you have certain benefits because UFV has a licence with Access Copyright.

Photocopying: what is allowed

UFV's licence with the Canadian Copyright Licensing Agency, allows us these special copying provisions. These rules apply to print material.

You can copy up to 10% of a published work or the following, whichever is greater:

- »an entire newspaper article or page
- »an entire single short story, play, poem, essay or article from a book or periodical issue
- »an entire article from an encyclopedia, dictionary, bibliography, or similar reference book
- »an entire reproduction of an artistic work (including drawing, sculpture, painting, etc) from a book or periodical issue containing other works
- »an entire chapter which is 20% or less of a book

For more information, see the Access Copyright website at <http://www.accesscopyright.ca>

Photocopying: what is not allowed

Systematic, cumulative copying from the same published work is not allowed. Doing so will mean a suspension of privileges and may cost the library its ability to provide electronic resources.

You cannot copy:

- »Unpublished works, such as student essays
- » Workbooks, instruction manuals, teachers' guides
- »Sheet music
- »Original artistic works or photographs
- »Letters to the editor and advertisements
- »Business case studies which are available for purchase
- »Government publications (These have Crown copyright. Contact the issuing body for permission to copy.)
- »Excluded publishers as outlined in Access Copyright license

**For more information consult our webpage @
<http://www.ufv.ca/library/tutorials/copyright.htm>**

Copyright and Digital Material

The handling of digital materials under the Copyright Act has not been formalized so it is easy to be confused by what is allowed and what is not.

Generally it is advisable to treat electronic material as if it were print.

Therefore the rules about copying apply.

- » You can download one copy of an article from one of UFV's databases for your research.
- » You can copy up to 10% of an electronic book available to you by UFV.
- » You cannot download all the articles of one issue of an online journal
- » You cannot print all of an e-book

The online journals and e-books that are made available to you by UFV are covered by the appropriate licences.

The Internet is a whole different matter.

The Internet

- » When you look at an internet site and use anything from that site: downloading an image, a piece of text, an icon you are breaking copyright. These are not yours and you have no right to use them.
- » Look for information on the site that tells you what is copyrighted and what is free to use. If in doubt, ask permission of the webmaster.
- » If you are downloading articles from the Web you are not covered by the same licence as our online journals.

» Also Internet sites are from all around the world and not covered by Canadian copyright laws. If in doubt, don't use it.

» **Just because you can...download a image or document and even if you modify it, doesn't mean that you have the legal right to do so.**

Digital Copying

You cannot:

- » Scanning is not the same as photocopying. You cannot make digital copy of a print article.
- » Upload an electronic article obtained from a database onto an intranet or internet
- » Upload anything that is not yours onto a your web page

Music, DVDs and Videos

- » You can use music recordings for the purpose of study or instruction but not entertainment.
- » If you want to use clips of a film as part of your presentation you must get permission.
- » Usually a fee must be paid for permission to use film clips.
- » You cannot edit or modify the film, documentary, to suit your needs.
- » You can only show films in class/in public that have Public Performance Rights or are covered by our Feature Films licence. You cannot charge admission.
- » For more information consult our web page @ http://www.UFV.ca/library/services_policies/Audiovisual_Resources.htm

Radio and Television

- » Most TV or Radio programs cannot be recorded to use in class.
- » News or news commentary programs can be recorded and shown in class for up to a year after broadcast.
- » You cannot record a documentary to show in class.

Recommended Reading

For selected Print and Internet Resources please consult our online guide @

<http://www.ufv.ca/library/tutorials/copyright.htm>

- » Kornfield, Judy and Niina Mitter. Langara Copyright Guide. Langara College Library. 4th ed. August 2006. Online @ <http://www.langara.bc.ca/library/facservices/copyright/copyright.html>
- » Edmonds, K. (2006) Off with their heads. *Canadian Journal of Learning Technology*, 32(2). Retrieved October 13, 2007 from <http://www.cjlt.ca/content/vol32.2/edmonds.html>.
- » Noel, W. & Breau, G.. (2005) Copyright Matters: Some Key Questions and Answers for Teachers. Ottawa, ON: Council of Ministers of Education, Canada. Available electronically @ <http://www.cmec.ca/copyright/matters/CopyrightMatters.pdf>

One more thing...

This guide is a brief introduction and should not be used as a legal advice.