
COPYRIGHT

AUTHORITY President
PRIMARY CONTACT Vice-President (Administration)
RELATED POLICIES

POLICY

The University of the Fraser Valley recognizes its legal obligation to comply with the Copyright Act of Canada and will take all reasonable steps to ensure that its faculty, staff, administrators, and students are aware of, and adhere to, the Act's provisions.

PROCEDURES/GUIDELINES

1. All material to be copied by Print Services, sold in the Bookstore, placed on reserve in the Library, or electronically reproduced in the Instructional Media Services (IMS) department must be in compliance with existing copyright law.
 2. In order to facilitate the obtaining of such permissions, the university will provide assistance to faculty and staff to locate the copyright holders, apply for permissions, and maintain central records of all transactions.
 3. The IMS department will, on request, electronically record programs from broadcast and hold them for evaluation by the teacher for curriculum relevance. These tapes will be held for a limited preview period, then erased, unless permission to retain the program has been obtained in writing from the copyright owner.
 4. Employees may not use unlawfully duplicated computer programs for instructional or administrative purposes. Borrowers of UFV-owned computer software will be required to sign a form (attachment #1) acknowledging their awareness of the provisions of the Copyright Act.
 5. Copies of relevant sections of the Copyright Act and UFV policy and procedures regarding Copyright will be published in the Faculty Handbook and posted on all photocopy machines and in other appropriate locations.
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Reference: The Board policy on Development and Review of Administrative Policies (BRP-220.06) empowers the President to create and revise policies and procedures consistent with Policy Directions of the Board. This policy is guided by Board policy direction Risk Management (BPD-220).

APPENDIX 1 –

Sample Form for Borrowers of Computer Software

Sample Form of Statement on Printing Requisition Form

APPENDIX I

Sample Form for Borrowers of Computer Software

I, _____, in borrowing _____
(please print) (name of software title(s))

acknowledge that the University of the Fraser Valley has informed me of the applicability of the Copyright Act of Canada.

Signed: _____

Date: _____

Sample Form of Statement on Printing Requisition Form

In requesting the duplication of this material, I acknowledge that the University of the Fraser Valley has informed me of the applicability of the Copyright Act of Canada.

Signed: _____

Date: _____