

Teaching material for your students and copyright¹

The new *Access Copyright Licence* allows the display of copies on a course management system, such as Blackboard or another secure server. These electronic documents must be part be part of:

- The *Access Copyright* repertoire. To determine whether or not an article or a chapter can be copied or digitized, please consult the *Access Copyright Repertoire Look-Up Tool* https://portal.accesscopyright.ca/cportal/licences/EPWorkSearch.aspx;
- Public domain books: in Canada, the general rule includes any print materials 50 years after the death of the copyright owner;
- Fair dealing exceptions, including: research, education, parody, satire, private study, criticism, review, or news reporting;
- Licensed products from *Canadian Research Knowledge Network* (CRKN) and *Ontario Council of University Libraries* (OCUL) whom grant to members of our University community the making of digital copies of certain of their documents.
- Documents for which permission has been granted by the owner for electronic posting.

The University of Ottawa Library has negotiated many license agreements for electronic resources, most of which allow you to provide links to articles on a secure website such as Blackboard or another secure course website. Many sites, however, DO NOT allow you to post a PDF version of the document. Therefore, rather than posting a PDF version of the actual document, you should instead supply the URL to the document so that your students can access it directly. Please consult the University of Ottawa Library's guide on creating persistent links/URLs https://biblio.uottawa.ca/en/use-library/connect-campus;

Access Copyright considers electronic documents to be part of the course collection and thus must conform to section 2 of the licence. Therefore, you must fill in the Copyright Documents Log, including your contact details (name and course number), the number of students in your course, and any other special instructions. Please send the form to: biblio@ustpaul.ca.

¹ This text uses several elements and is inspired by the document entitled "You and Copyright" published by Mrs. Julie Lavigne and Suzanne Lévesque from the University of Ottawa Library's Copyright Office. http://www.uottawa.ca/imprimer/docs/copyrighthandoutFR.pdf

You may provide a wide variety of teaching material to your students in printed medium, through:

- Library Reserve: Materials owned by the Library or a professor can be placed on reserve as long as they are provided in their original format, i.e. not photocopies. Photocopies may be placed on Reserve as long as copyright clearance has already been obtained or these copies fall under the guidelines for fair dealing;
- Course packs: To create a print course pack:
 - o Bring a copy of all course readings to Sandra Bélair at the Multi-Services Centre G-20, organized in the order in which you would like them bound;
 - o Include a detailed table of contents;
 - Fill in the *Copyright Documents Log*, including your contact details (name and course number), the number of students in your course, and any other special instructions:
 - The Multi-Services Centre will verify the contents and will contact you if there are any problems;
 - o Your copies will be sent to the Multi-Services Centre.
- Paper handouts: On an individual basis, a professor can loan or photocopy materials to students, so long as it is incidental and not done on a regular basis. Such a text should be part of the relevant course pack the following year. If a professor lends several personal photocopies either individually or to the whole class on a regular basis, she or he is most probably infringing on the Copyright Law and the *Access Copyright Licence*.

When multiple articles are copied and distributed to students at the same time, this equates to a course pack. These course packs must be sold to students at a reasonable cost, not simply given away.

Please contact the Office of the Chief Librarian for more information, using the following link: biblio@ustpaul.ca.