

 Policies and Procedures		Number	Title Use of Copyright Materials		
		Replaces			
		Effective		Next review :	
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee			
Librarian	Librarian	Recommended/Approved by Education Council			
		Approved by President			

1. PURPOSE

This policy outlines Selkirk College's expectations regarding compliance with copyright laws.

2. SCOPE / LIMITS

This policy applies to all Selkirk College employees.

3. DEFINITIONS

- *Copyright Act* means the Federal Act governing matters related to copyright.
- A *copyright collective* is an organization that represents a defined group of creators and licenses the use of the copyrighted works of those creators.

4. POLICY

All use of copyright material by Selkirk College staff shall be done in accordance with the *Copyright Act*, and applicable contractual agreements with copyright collectives and suppliers of copyright materials, such as database vendors.

It is the responsibility of individuals to ensure their use of copyrighted material is in compliance with the *Copyright Act*, and any licensing agreements Selkirk College has with copyright collectives, or content providers.

Employees needing assistance with copyright matters can contact the librarians at Selkirk College Library.

5. RELATED INFORMATION

- The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/>

- CAUT Guidelines for Fair Dealing: <http://library.selkirk.ca/servicesfor/cautcopyright.pdf>
- Copyright information for Selkirk College employees: <http://library.selkirk.ca/servicesfor/facultystaff.htm>
- Employees needing assistance with copyright matters can contact the librarians at Selkirk College Library.