

USE OF COPYRIGHT MATERIALS

EFFECTIVE DATE May 11, 2000

RESPONSIBILITY FOR IMPLEMENTATION

Academic Vice President, Chairperson of Library,
Library Copyright Officer, Duplicating Services, GPRC Webmaster,
Director of Information Technologies

CROSS REFERENCE

Distance Education Policy
Copyright Act

POLICY STATEMENT

Grande Prairie Regional College respects Canadian and International laws and agreements with respect to the use of copyright materials. The College acknowledges that copyright exists upon the creation, in durable form, of any original expression of ideas, regardless of format - print, digital, graphical, audio or video - in which such expression occurs. The College will facilitate legitimate academic use of copyright materials and will regularly inform faculty, staff, and students of copyright law and policy. Whenever it is reasonable to do so, the College will ensure that those using materials for which the College is the copyright holder are notified of the protected status of such materials.

GENERAL GUIDELINES

It is the responsibility of the individual using copyright material to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy and the Copyright Practices Guide for GPRC Instructors and Staff.

Questions relating to copyright issues should be referred to the Library Copyright Officer.

The College recognizes that the Fair Dealing Exception under the current Copyright Act allows individuals and institutions to justify reasonable copying of materials for the purposes of research, private study, education, parody, satire, criticism, review or news reporting.

The Use of Copyright Materials Policy applies to all uses of all publication media - print, digital, graphical, Internet, audio, and video.

PROCEDURES/RULES

1. Individual Responsibilities

- 1.1. It is the responsibility of individuals using copyright material to ensure that said use is compliant with Canadian law, the Use of Copyright Materials Policy and the Copyright Practices Guide for GPRC Instructors and Staff.

2. Nature of Use of Copyright Material

- 2.1. Where no express permission or license to use a copyright-protected work is in force, members of the college community shall ensure that their use of that work conforms to the purposes and boundaries defined in the Copyright Practices Guide for GPRC Instructors and Staff.
- 2.2. Questions relating to use of copyright material which exceeds the boundaries defined in the Copyright Practices Guide for GPRC Instructors and Staff shall be referred to the Library Copyright Officer.

3. Duplicating

- 3.1. Duplicating Services will copy material only after the staff member requesting such copying has provided assurance, in writing, that he/she is aware of and in compliance with the Use of Copyright Materials Policy.
- 3.2. Members of the College community shall not use any College owned or leased equipment to make copies in violation of Canadian copyright law.
- 3.3. The Library may copy audio and video materials already in the GPRC collection if the originals are in obsolete formats or are at risk of damage provided that only one copy of said material is in circulation at any time.

4. Internet Sites

- 4.1. Publication access to College-owned Internet servers and College-rented space on outside servers will be provided only to those who give assurance, in writing, that they are aware of and in compliance with the Use of Copyright Materials Policy.

- 4.2. A Copyright Notice specifying conditions for the use of College materials and contact information will be placed on the College Website and will be widely accessible from other points on the site.

5. Education and Information

- 5.1. The Library will actively seek opportunities to provide information to members of the College community regarding their rights and responsibilities relating to copyright issues.
- 5.2. Contact information for those responsible for administering this policy and advising on its implementation will be made easily accessible to the College community.
- 5.3. This policy, a Copyright Practices Guide for GPRC Instructors and Staff and any appropriate additional copyright information will be placed on the College Website.
- 5.4. Instructors and other College staff engaged in instructional activities will, where appropriate to do so, inform students how to access copyright material.

6. Penalties

- 6.1. The College is obliged by law to exercise due diligence in ensuring that staff and students of the institution adhere to copyright laws and agreements.
- 6.2. Any member of the College community who violates this policy may be subject to loss of access to the facilities of production - photocopiers, printers, audio and video recording devices, scanners and Internet servers.
- 6.3. Should the College become aware that its copyright is being violated it will so inform the violators and will evaluate the need for further action.