



<b>POLICY NUMBER</b>	ADM 03-0
<b>APPROVAL DATE</b>	October 28, 2019
<b>AUTHORITY</b>	President's Council
<b>PRIMARY CONTACT</b>	Vice-President, Administration and Finance

## **POLICY**

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### **I. USE OF COPYRIGHTED MATERIAL**

The University will uphold its legal obligation to comply with the Copyright Act of Canada and will take all reasonable steps to ensure all employees, faculty and students are aware of, and adhere to, the Copyright Act of Canada.

### **II. MATERIALS PRODUCED BY UNIVERSITY FACULTY**

Materials produced by University Faculty members are governed by the Copyright Act and by collective agreement.

### **III. MATERIALS PRODUCED BY NON-FACULTY UNIVERSITY EMPLOYEES**

In accordance with copyright law provisions, all materials produced by non-faculty University employees to attain the objectives of the University, or produced with University resources, are the property of the University.

If a non-faculty employee produces a personal project involving significant use of University time or materials, University funds, or University technical or secretarial assistance, the employee must meet with the President or designate to reach a written agreement about the ownership of the copyright and the cost allocations of the project. If a written agreement is not reached, the copyright will be vested in the University.

Works produced by an employee on the employee's own time and at the employee's own expense, remain the property of the employee.

## REGULATIONS

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### I. PHOTOCOPYING AND DUPLICATING

(For Library reserves, class handouts, lab manuals, department handbooks, and all University printed materials.)

#### 1. Fair Dealing

Materials may be used according to the University's Fair Dealing Policy, ADM 03-1. For additional materials relating to this policy, please see the Intellectual Property Office's ("IPO's") website.

#### 2. Permission

Where Fair Dealing does not cover the proposed use, prior written permission must be obtained before an article or document is duplicated, distributed or sold. For assistance with obtaining permission, please contact the IPO, or refer to their website.

#### 3. Fees

The IPO will normally pay any necessary fees to obtain permission to use copyrighted materials on behalf of University employees.

#### 4. Acknowledgement of Copyright Clearance

The Print Shop will not knowingly reproduce and the Bookstore will not sell material unless copyright clearance has been approved and is on file in the IPO. Acknowledgement of copyright clearance and permission to duplicate will be stated on the document/articles copies.

#### 5. Photocopiers

Copying done on University department/divisional photocopiers is the responsibility of the individual. However, the University will display copyright information on or near its machines.

### II. AUDIO-VISUAL MATERIALS

#### 1. Permission

Material included in University audio-visual productions must be free of copyright restrictions. This includes the use of print, graphic, audio and visual material, as well as the recording of a performance of a work covered by copyright. Production of videos, overhead transparencies, slides, films, photographs, audio tapes, etc., will not proceed until copyright clearance has been obtained for all materials being used.

**III. COMPUTER SOFTWARE****1. Unlawful Duplication**

University employees, faculty and students are not to unlawfully duplicate or use unlawfully-duplicated software for instructional or administrative purposes.

**2. Use of University Equipment**

University employees, faculty and students are forbidden to use University equipment to infringe copyright law.