A. Purpose
Niagara College recognizes the importance of providing a range of quality information resources, both published and unpublished, to further academic teaching/learning and operational objectives of Niagara College employees and students. This practice provides the framework for permissible use of copyrighted resources, whatever the format, by informing Niagara College employees and students, as users and/or creators of copyrighted works of:

1) their rights and responsibilities with regard to Canadian copyright law; and
2) the guidelines which must be followed to use, copy or distribute copyrighted materials for educational purposes, so as to prevent infringement and to protect Niagara College against legal action.

B. Rights and Responsibilities
1. Copyright
Copyright means the sole right to produce, reproduce and copy a work in which copyright subsists. In Canada, all original creative works are automatically protected by copyright upon their creation and protection applies whether or not a copyright symbol appears on the material. Only the copyright owner or authorized licensees have the right to decide when and how the work is to be copied, altered or made available. Regardless of format (e.g. print, visual or digital) the use, reproduction and distribution of copyright protected materials are subject to limits and restrictions.

2. Ownership
Under Canada's Copyright Act, the author of the work is generally the owner of the copyright. The College respects the rights of copyright owners and shall not knowingly copy, sell, distribute, or use any print or electronic materials, without the express permission by the copyright owner, or license agreements or as otherwise permitted in law. All employees and students of Niagara College are required to abide by the Copyright Act, institutional licensing agreements, and related College policies. Employees and students can be held liable for non-compliance.

If a work is created during the course of the author’s employment, the employer holds the copyright, unless there is an agreement to the contrary. The copyright for works prepared by students in fulfillment of College course requirements is owned by the student. Accordingly, the student has the right to control further uses of his/her work. A student’s work may not be used for purposes other than that for which it was assigned, mainly for evaluation purposes, without the written permission of the student. In instances where the College wishes to make use of
student work, e.g. for marketing, fundraising or other specified purposes, the student will be requested to sign a waiver authorizing the use of the work for identified further purposes.

The College’s printing/copying equipment and its information technology services, facilities and equipment are the sole property of Niagara College. College facilities and equipment shall not be used to copy, store, display or transmit copyright material, except as permitted for educational/research purposes, as defined in applicable legislation, guidelines, agreements and relevant College practices.

C. Guidelines for Copying: Fair Dealing *
*(adopted from Association of Canadian Community Colleges, Fair Dealing Policy, August 31, 2012)*

For all materials where separate license or express permission is not secured, it is the practice of Niagara College to facilitate access to print, visual and digital resources in accordance with “fair dealing”, in accordance with these guidelines.

The fair dealing provision in the Copyright Act permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed:

First, the "dealing" must be for a purpose stated in the Copyright Act: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test. The second test is that the dealing must be "fair." In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and post-secondary educational institutions.

The following guidelines apply fair dealing in non-profit K-12 schools and post-secondary educational institutions and provides reasonable safeguards for the owners of copyright-protected works in accordance with the Copyright Act and the Supreme Court decisions.

1. Teachers, instructors, professors and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.

2. Copying or communicating short excerpts from a copyright-protected work under this Fair Dealing Policy for the purpose of news reporting, criticism or review should mention the source and, if given in the source, the name of the author or creator of the work.

3. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
   a. as a class handout
   b. as a posting to a learning or course management system that is password protected or otherwise restricted to students of a school or post-secondary educational institution
   c. as part of a course pack

4. A short excerpt means:
   a. up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
   b. one chapter from a book
c. a single article from a periodical
d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
e. an entire newspaper article or page
f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
g. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work

5. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.

6. Copying or communicating that exceeds the limits in this Fair Dealing Policy may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.

7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

Any copying which falls outside of these guidelines requires that permission be obtained from the owner or authorized licensee. The employee or student who wishes to use copyright material will have the responsibility, with the assistance of the College Libraries when requested, to obtain clearances and permissions where necessary.

D. Violations

The goal of this Practice is to prevent and resolve copyright violations. The Practice is supplemental to any other legal right or remedy that the College may have in conducting its affairs. It is understood that the College may continue to exercise its pre-existing legal rights without recourse to this Practice and/or may assume the role of complainant where circumstances warrant.

1. Reporting
All employees and students should report any real, perceived or believed infraction of the Copyright Compliance Practice. In addition, all employees and students are expected to comply with the directions given to them by staff in performing their regular or delegated duties in regards to this Practice, including participating in the investigation/resolution process.

It is understood that copyright material cannot be accessed, used, copied, transformed, used for financial gain or distributed using College services, equipment, facilities, except as prescribed by the Copyright Act.

Alleged copyright material cannot be confiscated directly from the person in possession of the material. However, the copyright owner and/or the College will have the right to prohibit the use or restrict access to the material in question, pending the investigation and resolution process.

2. Consequences of Violations
For employees, where incidents are found to be in violation of the Practice, and depending upon the severity of the situation and its impact on the Institution, the College will exercise its rights and obligation to take appropriate disciplinary action with staff consistent with the principles of
progressive discipline and where applicable, the respective Collective Agreement or the Terms and Conditions for Administrative Staff. For students, the College will exercise its rights and obligations to take appropriate action as per Student Academic Misconduct practice.

**E. Related Policies**
Student Academic Misconduct; Computer and Network Use

**F. Resources**
Further information regarding employee and student rights and obligations under the *Copyright Act*, this Practice and Copyright procedures, is available through Niagara College Libraries at [www.niagaracollege.ca/library](http://www.niagaracollege.ca/library) or by contacting a Campus Library.

*Note: with the exception of Section C, this practice is largely based, with permission, on Seneca College Copyright Policy, September 2012*