

COPYRIGHT POLICY PLAIN LANGUAGE SUMMARY

Policy Statement

What is the policy?

Copyright means the right to use work that someone has created. It can mean the right to use part or all of someone’s work. It can mean the right to perform something in public. It can mean the right to publish something that hasn’t been published before.

Copyright is the law that says how you can use work that someone made.

Bow Valley College takes a balanced approach to copyright. Bow Valley College sees the benefits of sharing ideas for educational purposes. Bow Valley College also sees the need to follow copyright law and recognize the creator of a work.

Purpose

What is the policy for?

The purpose of this policy is to set the standards for copyright at Bow Valley College. The policy makes it easier to follow copyright. It also guides the use of materials that the College owns.

Scope and Compliance

Who does the policy affect?

This policy is for all Bow Valley College learners, employees, and contractors. The policy applies to any work that the College creates or publishes. It also applies to work the College buys or sells.

All employees, learners, and contractors at Bow Valley College are responsible for knowing, understanding, and following policies and procedures.

When someone at the College does not follow the Copyright Policy it creates a risk for the College. Anyone

Suspension is when the College does not allow a learner to study for a period of time.

Expulsion is when the College does not allow a learner to study at the College anymore.

Dismissal is when an employee is fired, or is not allowed to work at the College anymore.

who does not follow the Copyright Policy may be disciplined. This may include the **suspension** or **expulsion** of learners. This may include the **dismissal** of employees.

Main Objectives

What are the goals of the policy?

1. Bow Valley College respects copyright. When we use materials written by someone outside Bow Valley College, there must be a **citing statement**.

A **citing statement** is a short message that explains where an idea or work comes from.

A **citing statement** recognizes the creator of the work.

2. The College follows the **Copyright Act**.

The **Copyright Act** is the Copyright laws in Canada.

3. The College follows the Association of Canadian Community Colleges' **Fair Dealing** policy. This is a policy for copyright in education.

Fair Dealing means you can use part of a work for educational and research purposes.

4. Bow Valley College owns all work that its employees create for their jobs while they are working at the College. This is true unless there is a different agreement.

5. Bow Valley College does not own the work of its learners. Learners own all work they do as part of a course. Learners' work may only be used for the original purpose of the assignment, to evaluate the learners. Learners' work may not be used for any other purpose without written permission of the learner.

6. You may not use College property for any purpose that breaks Copyright laws or license agreements. This includes copying, sending documents, or breaking digital locks.

7. If you use copyrighted material it is your responsibility to make sure that you have permission and/or you have paid any money necessary.

7.1. When you get permission to use copyright works, you have to follow all agreements that are in place.

7.2. The College has a Copyright Officer who will help College employees. The Copyright Officer will give advice and training.

8. This policy is **technology neutral**. This means that it applies to all materials, no matter how they are produced. It applies to print, digital, graphical, Internet, audio, and video.
9. The Copyright Office and the Library and Learning Commons will take the lead in providing copyright information to the rest of the College.

Definitions

Citing: Citing means saying where information comes from. Examples of citing includes footnotes, reference pages, and bibliographies.

College premises: College premises include any place where the College's courses are taught. These places can be physical or virtual (online) locations.

Copyright: Copyright is a law that protects how you can use work. In Canada, copyright exists as soon as you create the work in a fixed form. You do not need to apply for copyright. Copyright usually belongs to the creator of the work. Copyright exists for 50 years after the death of the creator. After this point, the work enters the public domain.

Copy fraud: Copy fraud is when someone says they own the copyright for material that is actually in the public domain.

Digital lock: This is a programming code used on digital materials. It stops someone from copying the material to another device.

Fair dealing: Fair dealing is the right to use a copyrighted work for the following purposes: research, review, news reporting, education, or parody and satire (making a funny version of the same work).

Fixed format: A fixed format is the physical form of an original work. For example, a recording of a song, a photo, a drawing, or a book.

Image release: This is a document created by the owner of the image which says how and when the image may be used.

Infringement: Infringement means copying something without permission.

Moral rights: If you have the moral rights to a work then you have the right to call yourself the author. It also means you have the right to say no to changes to the work if they could hurt your reputation.

Monetary rights: If you have the monetary rights to a work then you have the right to get paid money when the work is used.

Public domain: Works in the public domain do not have copyright.

Rights holder: The rights holder is usually the original creator of the work. This means they have the right to say who can use their work. They may receive money from their work. They may give their rights to another person or organization.

Reproduction: A reproduction is a copy.

Royalties: Royalties are money that is paid every time a work is used.

Technology neutral: Technology neutral means a work that can be used in all technological formats.

Third party material: This is work that is created by someone outside of Bow Valley College.

Unpublished works: Unpublished works are works that have never been published, performed, or delivered in public.

Waived: When you waive your rights, you choose not to claim rights for something you created.

Work: A work is something you create. For example, a book, photograph, painting, play, sculpture, or article.