

# COPYRIGHT PROCEDURE PLAIN LANGUAGE SUMMARY

## Parent Policy

### *What is this procedure for?*

This is the procedure for the **Copyright** Policy.

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

## Purpose

### *What is the purpose of this procedure?*

This procedure tells us how to follow **copyright** law at Bow Valley College. It also tells us how to use **works** that the College owns.

A **work** is something you create. For example, a book, photograph, painting, or article.

## Scope and Compliance

### *Who does the procedure affect?*

This procedure is for all Bow Valley College learners, employees, and contractors. The procedure is for any **work** that the College makes or publishes. It is also for works the College buys or sells.

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

## Procedures

### *What procedures do you have to follow?*

1. The Copyright Office must follow copyright law.
  - 1.1. The Copyright Office will talk to College employees about copyright. The Copyright Office will talk to employees about **fair dealing**.

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

- 1.2. The Copyright Office will keep records of requests for **works** that do not follow **fair dealing**.
- 1.3. The Copyright Office will occasionally check copyright records to make sure they are following copyright law.
- 1.4. The Copyright Office will make sure the College pays or gets **royalties** when necessary.
- 1.5. The Copyright Office will help with copyright and **licensing agreements**.
- 1.6. The Copyright Office will help with copyright of College **works**.
- 1.7. The Copyright Office will give training on copyright.
- 1.8. The Copyright Office will register College works with the National Library of Canada.
- 1.9. The Copyright Office will keep a record of copyright or **citing statements** for College works.
2. The College must follow copyright law.
  - 2.1. College employees will create **citing statements**. They must include:
    - works they have permission to use
    - works that follow **fair dealing**
    - works that are in the **public domain**
  - 2.2. College employees will ask the Copyright Office about works that do not follow fair dealing.
  - 2.3. Deans and Directors of College programs will make sure that new employees get copyright training.
  - 2.4. Deans and Directors of College programs will deal with employees who do not follow copyright.
  - 2.5. Employees may make copies of a work in a different format for learners with disabilities.
3. The bookstore and printing services must follow copyright law.

**Royalties** are money you have to pay to use someone's work.

A **licensing agreement** is permission to use a work.

A **citing statement** is a list of the works you used. It can be called a **bibliography, resources, or list of works cited**.

Works that are in the **public domain** do not have copyright.

- 3.1. The managers of the bookstore and printing services will keep records.
4. The Library and Learning Commons must follow copyright law.
  - 4.1. The Library will manage the Library databases.
  - 4.2. Library employees will post information about copyright for learners.
  - 4.3. Library employees will show learners resources that will help them with copyright.
  - 4.4. Library employees may keep electronic copies for an instructor or **curriculum developer**.
  - 4.5. Library employees will process inter-library loan requests.
5. Instructors and **curriculum developers** must follow copyright law.
  - 5.1. Instructors and curriculum developers will create **citing statements**. They must include:
    - works they have permission to use
    - works that follow **fair dealing**
    - works that are in the **public domain**
  - 5.2. Instructors and curriculum developers will ask the Copyright Office about works that do not follow **fair dealing**.
  - 5.3. Instructors will teach their learners about copyright. They can also ask an employee from the Copyright Office or Library to speak to their learners.

A **curriculum developer** makes courses.

## Definitions

For copyright definitions please see the Copyright Policy.