Course Readings

Instructors use many types of works in their courses. These works help provide the students the best educational experience possible. Course readings may include:

* Newspaper and, journal articles
* blog postings
* excerpts from textbooks
* chapters from books
* poems and short stories etc.

All of these works are copyright protected. They need to be reviewed for copyright approval before being added to Bow Valley College courses.

# Fair Dealing

The works you want to use may be covered for copyright use under the Fair Dealing clause in the Copyright Act. See our [Fair Dealing](https://bowvalleycollege.ca/teaching-and-research/academic-innovation-and-applied-research/teaching-and-learning-enhancement/copyright-services/fair-dealing) web site for more information. You can use the [Copyright Evaluator](https://copyright.bowvalleycollege.ca) to run a fair dealing evaluation to see if your planned use of a work falls within fair dealing.

# Public Domain Works

When copyright expires, works enter the Public Domain. Most works enter the public domain 50 years after they year in which the creator passes away. Musical works enter the public domain 70 years after the year in which the creator passes away.

Once the general term of copyright in a work has expired, the material is no longer subject to protection under Canadian law and may be freely used in Canada. This applies to most works, but not all. For more information see the University of British Columbia’s [Public Domain Guide](http://copyright.ubc.ca/guidelines-and-resources/support-guides/public-domain/) .There is also a [Canadian Flow Chart](https://kaplanmyrth.wordpress.com/2008/12/16/updates-to-the-canadian-copyri/) available to see when works enter the public domain or (PD).

Citations should be included with all public domain works. This will prevent claims of plagiarism.

# Creative Commons or Open Access Works

Many works are published with a Creative Commons license (CC), or as Open Access (OA), Open Educational Resources (OER) works. This means that the creator of these works is giving permission for them to be used. To see the different types of [Creative Commons license](https://creativecommons.org/share-your-work/licensing-types-examples/) please visit their website.

# Library eResources

The [RGO Library and Learning Commons (LLC)](http://www.bowvalleycollege.ca/campus-services/library-and-learning-commons/eresources.html) has licenses that provide the campus with access to resources in multiple formats, including ebooks, streaming videos, and full-text articles from academic and trade journals, newspapers, and magazines.

The LLC negotiates license agreements independently or through membership in library consortiums. These agreements stipulate how and by whom a given resource may be used. Users must be currently registered faculty, students, or staff, who are given library accounts on the LLC’s proxy server for off-campus access. Access for the general public and students from other institutions (such as the University of Lethbridge or Old College) is available within the library. If licence terms are violated by anyone, licensors may temporarily or permanently suspend access for the entire college community.

The following general practices and guidelines can prevent such problems:

Usually OK:

* + - making a limited number of print or electronic copies for your personal use
		- using materials for personal, instructional or research needs
		- sharing with BVC faculty, staff and students
		- posting links on our learning management system to specific content

Not OK:

* + - systematic or substantial printing, copying or downloading (such as entire journal issues)
		- selling or re-distributing content, or providing access to someone outside of the BVC community, such as an employer or other educational institution
		- sharing with people other than registered BVC faculty, staff and students
		- posting actual content or articles to third party web sites, listserv or social media platforms
		- posting content to Bow Valley College’s public facing web sites
		- modifying or altering the contents of licensed resources in any way

For more information on the RGO LLC licences contact the LLC for assistance.

# Individual Licenses

Permission is required to use a work that are not covered under any existing licenses, in the public domain, fair dealing or a creative commons license. The [Copyright Permission Chart](https://bowvalleycollege.ca/sitecore/shell/Applications/Content%20Manager/Default.aspx?mo&ro=/sitecore/media%20library&he=Media%20Library&ic=Apps/32x32/Pictures.png&pa=1&pa0=sitecore%253a%252f%252fmaster%252f%257b01E420E7-3D28-494E-824F-9B6BCB360BAE%257d%253flang%253den%2526ver%253d1&pa1&sc_bw=1&la=en) can help you determine if the work you want to copy needs a licence. Obtaining copyright permission from the copyright owner can take significant time and may include a fee. The Copyright Office can assist you with obtaining permission to use a work. You can submit your requests through the [Copyright Evaluator](https://copyright.bowvalleycollege.ca/). Copyright permission must be received before the work is used.

# Citations

All works used at the College require citations. This acknowledges who created the work and protects us from possible copyright infringement or plagiarism claims. The RGO Library and Learning Commons has created the [Bow Valley College Guide to APA Style](http://bowvalleycollege.libguides.com/apa-style/) to help you format citations.