

NBCC QUICK COPYRIGHT GUIDE FOR STUDENTS

NBCC is bound by, and operates under the *Copyright Act*. The use of any copyright material, other than that permitted under the *Copyright Act*, is strictly prohibited.

The *Copyright Act* contains fair dealing exceptions that allow an individual to copy from copyright-protected works for the purpose of education, research, private study, criticism, review, news reporting, satire or parody. The original source must be cited. The copying is limited to short excerpts.

Common Questions:

- 1) What is a copy?
- 2) What is **NOT** a copy?
- 3) Can I make photocopies of copyrighted materials for my research or class assignment?
- 4) Can I use copyrighted images in my PowerPoint presentation?
- 5) Can I use copyrighted images in a poster?
- 6) Do I need permission to copy materials that are freely accessible on the World Wide Web (WWW)?
- 7) Do I need to cite the source if I receive permission, or do not need permission to copy a material?
- 8) Can I show a video in class for my presentation?
- 9) Can I perform a copyrighted work, such as a sheet music or play?
- 10) I am a student with low vision and cannot read print. Can I get an electronic version to use with assistive technology?
- 11) My instructor has provided lecture notes. Can I email them to my classmates or post them online in Blackboard?
- 12) Can I record my instructor's lecture and share it with my classmates?

1) What is a copy?

Many people think of copying as making a photocopy. But copying includes the following:

Print to Print

Photocopying print products (e.g., books, journals) resulting in print products (photocopies)

Print to Digital Files

Changing a print format (e.g., books, journals) to a digital file (e.g., pdf, jpg, tiff)

Digital to Print

Changing a digital file (e.g., Internet materials) to a print format (paper copy)

Digital to Digital

Creating a new digital file (e.g., digital image, video, podcast, pdf) from another

Performing a Work in Public

A classroom is defined as a "public space" and showing a DVD or movie, or performing a play or song in that public space is considered copying. See #8 and #9 for further information.

2) What is NOT a copy?

Based on a recent Supreme Court of Canada decision, creating a hyperlink is not considered to be copying. Use a hyperlink if you want to email or post online a website, instead of copying the actual content.

Check the terms of use on a website before linking. Some websites specifically ask users not to use deep-linking, which is linking to a specific part or page of the website. In this case, you may link to the home page and provide instructions on how to navigate to the specific page of the site.

3) Can I make photocopies of copyrighted materials for my research or class assignment?

You are allowed to copy a short excerpt from copyrighted works for your research, study, criticism, review or news reporting under fair dealing. Some restrictions, such as quantitative limits, apply. Please follow the *NBCC Fair Dealing Guidelines* on copying or communicating copyrighted works.

Generally, you may copy up to 10% of a work under fair dealing. If you need to copy more than what the *NBCC Fair Dealing Guidelines* recommend, please consult with Library staff, for assistance on evaluating whether your copy is fair.


4) Can I use copyrighted images in my PowerPoint presentation?

Under the educational exceptions of the **Copyright Act**, you may use copyrighted images in your PowerPoint presentation to display them for educational use on the premises of an educational institution. You may also display the images in an online learning environment.

If you want to print copies of, email or post online the same presentation to other students, it is okay to do so. When posting online, be sure to do it on a College network or system that is password-protected or otherwise restricted to students.

5) Can I use copyrighted images in a poster?

It depends on the purpose. If you are using copyrighted images on a poster for a course assignment, it may be fair dealing, therefore, permissible to do so. On the other hand, if it is intended to advertise a social event, it may be less fair and getting permission from the copyright owner is recommended.



Try searching for *Creative Commons* licensed digital images that the artists or creators have allowed people to re-use without permission as long as they would be attributed:

- Google Advanced Image Search - under Usage rights, select "Only images labeled for reuse."
- Flickr Creative Commons
- Wikimedia Commons

Playing Sound Recording, Radios, & Televisions on NBCC Premises



6) Do I need permission to copy materials that are freely accessible on the World Wide Web (WWW)?

Most materials on the WWW are copyrighted. However, under the changes introduced by the *Copyright Modernization Act*, teachers and students are allowed to use legitimately posted materials that are available on the Web as long as there isn't a notice



prohibiting copying. Be sure to check the copyright statement or terms of use before copying. Remember to cite the original source.

7) Do I need to cite the source if I receive permission, or do not need permission to copy a material?

Whenever you are using someone else's work, you should cite the source to avoid plagiarism. It also helps the readers to find the source again.

8) Can I show a video in class for my presentation?

There is a new educational exception (*section 29.5*) in the *Copyright Act* that allows teachers and students to show films and documentaries on campus for educational or training purposes. The work has to be a lawfully acquired copy (can be a copy owned by an individual or borrowed from the library) and must be shown to primarily students in the audience. Infringed copies (e.g. downloaded from a pirated copy on the Web) should not be used.

9) Can I perform a copyrighted work, such as a sheet music or play?

An educational exception in the *Copyright Act* permits the performance of a copyrighted material (e.g. in the classroom, a concert or a play), primarily by students, on the premises of an educational institution for educational or training purposes and not for profit.

This provision does not apply to a performance at an off-campus venue that is not an educational institution.

A SOCAN license for music performance may be obtained. For more information on SOCAN, please check with your campus library at NBCC.

10) I am a student with low vision and cannot read print. Can I get an electronic version to use with assistive technology?

Section 32 of the *Copyright Act* permits a person, at the request of a person with a perceptual disability, or a non-profit organization acting for his or her benefit, to make a copy from a literary, musical, artistic or dramatic work, other than a cinematographic work, in a format specially designed for persons with a perceptual disability. Perceptual disabilities may include visual impairments, learning disabilities, physical limitations, etc., that prevent students from being able to use traditional print materials.

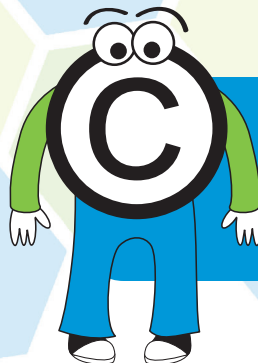
NBCC students with a perceptual disability should check with the Accommodations Coordinator for assistance.

11) My instructor has provided lecture notes. Can I email them to my classmates or post them online in Blackboard?

Please check with your instructor for permission if the copyright belongs to him or her. You may only copy a short excerpt without permission under fair dealing so it is recommended to ask for permission if you want to forward the entire notes.

12) Can I record my instructor's lecture and share it with my classmates?

Please check with your instructor for permission.



For further information please contact staff at your campus Library/Learning Commons.

NBCC

Fair Dealing Guidelines from the Copyright Act of Canada for Students

The fair dealing exceptions of the *Copyright Act of Canada* allow you to copy short excerpts of copyright-protected works under certain criteria without permission.

NBCC | COLLEGE WORKS
MAKE IT WORK FOR YOU.