

## **Use of Copyright Materials Procedure – FAQ**

(Last Updated: 16 January 2017)

### ***How does this procedure impact the practices at the University of Alberta regarding the use of copyright materials?***

This purpose of this procedure is to formalize the current approved practices at the University in relation to the use of copyright materials. These practices are expected to guide the actions of the members of the University community in their compliance with Canadian copyright law and with the *Use of Copyright Materials Policy*.

### ***If the procedure will not lead to significant changes in current approved practices, then why do we need it?***

Having the current practices formalized and approved as a procedure provides transparency to those practices and to the guidance they provide for members of the University community on how best to access and use copyright materials in a manner compliant with law and policy.

### ***Are there any features of the procedure that are not already well-established practices?***

There is an element of Part C, “Posting Copyright-Protected Materials on Learning Management Systems”, that involves the review of a sample of course materials that are distributed via LMS. The specifics around the scope of this review and how and by whom it will be managed are still being developed. Once those details are finalized, there will be a separate consultation process before this new element is implemented. AASUA will be included in that consultation process, as it has been included in the consultation process for the procedure.

### ***Why is the content of the three information documents, the Course Materials Copyright Information Document, the Library Document Delivery Copyright Information Document and the Fair Dealing Guidelines Information Document, not part of this procedure?***

The procedure provides guidance on how to comply with the *Use of Copyright Materials Policy*. The content of the procedure is intended to provide an overview of the approved practices. However, given that the subject matter is focused on ensuring that the University remains compliant with federal law, many specific details of the implementation of current approved practices have not been included in the body of the procedure. Instead, the specifics regarding implementation are included in the information documents, as these are more readily subject to prompt revision to accommodate new developments in law, technology or practice, to ensure compliance with the policy and with federal law.

### ***Who is responsible for the content of the information documents?***

The information documents are developed and maintained by the Copyright Office, which is responsible for ensuring that approved practices are compliant with the policy. Feedback from members of the University community regarding the

information documents or the practices they describe is welcomed by the Copyright Office on an ongoing basis and can be sent to [copyright@ualberta.ca](mailto:copyright@ualberta.ca). Additionally, there will be a regular review of the procedure and the information documents to ensure that they are properly serving the needs of community affected by them while remaining compliant with the policy.

***How does this procedure relate to the recent changes to the AASUA Collective Agreements regarding copyright?***

There is no relationship between this procedure and the recent changes to the Collective Agreements. Those changes related to the ownership of copyright for material created by University employees in the course of their employment. This procedure deals only with the use of copyright-protected materials.

***How does this procedure apply to students?***

The *Use of Copyright Materials Policy* and this procedure are intended to ensure that the University remains compliant with federal copyright law. As a result, the scope of the policy and procedure extend to individuals who are acting on behalf of the University, but it does not extend to individuals who are acting as private individuals. Therefore, this procedure will only directly apply to students while those students are acting in the capacity of a university employee. While students are encouraged to comply with federal copyright law in their private actions, those private actions are beyond the scope of the policy and the procedure.

***Where can I find additional information about a specific question related to the use of copyright materials at the University?***

General information is available at the Copyright Office website ([copyright.ualberta.ca](http://copyright.ualberta.ca)), and specific questions can always be sent to the Copyright Office Help Desk ([copyright@ualberta.ca](mailto:copyright@ualberta.ca)).