

POLICY TITLE	Copyright
POLICY NUMBER	E-3.4
APPROVAL DATE	September 14, 2000
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	June 20, 2022
NEXT REVIEW DATE	2027
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Director, Learning Services
SUPPORTING DOCUMENTS	Fair Dealing of Copyrighted Materials Alternative Formats Directive

COPYRIGHT

PURPOSE AND/OR RATIONALE

This policy outlines the requirement of Camosun College employees and students to comply with the *Canadian Copyright Act* (R.S.C., 1985, c. C-42) and the responsibilities of the College to ensure compliance.

POLICY SCOPE AND LIMITS

This policy applies to all Camosun College employees and students who use or reproduce copyrighted protected works, in all media and formats, in the course of College teaching, learning, research and administrative activities.

PRINCIPLES

1. College employees and students are responsible for complying with [Canada's copyright law](#), and with the terms of use for licensed content acquired by the College.
2. Copyright infringement is serious and can result in legal liability for an individual, as well as for the College. College employees and students are responsible for informing themselves of their obligations regarding copyright by consulting College-provided resources and services.
3. When required, the College will seek copyright permissions and licenses for materials used for teaching and learning purposes. If permission is not granted or costs are deemed too high, alternate materials will be identified for use for such purposes.

4. The College will encourage alternatives to reduce reliance on use of copyright protected works that require permission and compensation, including the application of the fair dealing exception and the use of Creative Commons openly licensed materials.
5. The College will provide information to employees and students on how to comply with copyright law, including the application of fair dealing, limitations of on the use of licensed resources, and required procedures for the compilation and distribution of coursepacks.
6. The College affirms the rights of Indigenous people to determine what Indigenous Knowledge is and how it can be used.

RELATED LEGISLATED REFERENCES

- [Copyright Act of Canada](#) (R.S.C., 1985, c. C-42)

LINK TO RELATED CAMOSUN WEBSITE

- [D-1.6 Fair Dealing of Copyrighted Materials](#)
- [D-1.7 Alternate Formats](#)
- [E-1.13 Academic Integrity Policy](#)
- [O-5.11 Standards of Conduct](#)
- [Camosun College Copyright Guide](#)