

Subject:	Copyright	Number:	AOP 206
Issued by:	Vice-President Academic	Date Issued:	October 2004
Supersedes:	N/A	Page:	1 of 3
Links:	<u>Academic Integrity – AOP 216</u> <u>Intellectual Property – AOP 235</u>	Revision Date:	August 2020

Copyright

1. Introduction and Purpose

The use of copyright-protected work is a common practice in post-secondary institutions to support scholarly teaching and learning and the College's activities. Loyalist is committed to the implementation of consistent and accountable practices that demonstrate compliance with the *Copyright Act*.

Employees in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism review, news reporting, education, satire and parody. Copying or communicating short excerpts from a copyright-protected work for the purposes outlined above should mention the source and, if given in the source, the name of the author or creator of the work.

2. Application

All College employees and students.

3. Definitions

Copyright – means the right to produce, reproduce and copy works. Only the copyright owner has the right to decide when and how the work is to be copied. Copyright protection is automatic once the work is created and applies whether or not a copyright statement appears on the material.

4. Policy Statement

4.1 Copyright

Loyalist College respects copyright and is committed to fully align itself to Copyright law and all licenses governing the use of copyright-protected works.

The College will inform its community of its obligations to the *Copyright Act* and all associated legal requirements. This also includes what materials can or cannot be reproduced, copied, distributed, or sold within the College.

The Library is the responsible authority to provide copyright information to the College.

The end user, whether student, employee, or contractor acting for the College, will be responsible for ensuring that they legally have the right to copy.

College facilities, equipment, or systems will not be used to copy, store, display or transmit copyright material, except as permitted for educational and research purposes, as defined in applicable legislation, guidelines, and agreements.

4.2 Ownership

There may be instances where ownership of work created by Loyalist College employees or students may be subject to copyright. Please see AOP235 *Intellectual Property* for more information.

5. References

Copyright Act (Canada)