As we move courses online, here are some easy steps to ensure we are copyright compliant.

### PERMISSIONS/LIMITS MENTIONED IN CANADIAN COPYRIGHT LAW

**Insignificant portions** of copyright material may be used without the permission of the copyright owner.

Examples include:
- A few lines of a longer copyright poem
- Screenshot of scenes in a feature-length movie
- A diagram from a textbook

**Educational FairDealing** allows more significant portions of a copyright work to be copied and passed on to our students.

Anything that’s legal in a classroom on campus is legal online, as the online classroom is considered an extension of a TWU classroom.

When using video in particular, ask yourself:
- Is it a legally obtained copy?
- Is the audience primarily TWU students?
- Did you have to break a technological protection measure (TPM or digital lock) to show the video?
- For internet videos, has the copyright owner explicitly forbidden the educational use of the video?

For more information on how much is permissible, see **Copyright at TWU**

Under **Lesson/Display Exceptions**, instructors who create lessons using copyright materials beyond Fair Dealing limits, that would otherwise be illegal, must in the words of the copyright act:

> “destroy any fixation of the lesson within 30 days after the day on which the students who are enrolled in the course to which the lesson relates have received their final course evaluations.”

Examples include recordings of:
- A film-critique lesson containing 30 minutes of a 90-minute Hollywood drama.
- A lesson that displays more than half of the images of Gregory Colbert’s exhibition *Ashes and Snow*.
- A lesson that includes a complete copy of a copyright scale, such as, *Tourette Syndrome Clinical Global Impression Scale*.

### PERMISSIONS/LIMITS RELATED TO CONTRACTS TWU HAS WITH COMMERCIAL DATABASE PROVIDERS AND E-JOURNAL VENDORS

Typically, database/e-journal providers:

1. Include a clause that allows us to do anything that’s permitted under Fair Dealing.
2. Have terms that are more generous than what we are permitted to do under Fair Dealing. For example, most e-books permit users to download 60-100 pages, which goes far beyond the typical limits of Fair Dealing.
3. Prefer permanent links to provide access to electronic resources, as this allows them to track use and reassures them that the users are authenticated by TWU.
4. Do not impose unreasonable restrictions. However, there are some notable exceptions – *Harvard Business Review* has very restrictive usage terms.

### LINKS TO FURTHER RESOURCES:
- Copyright for Faculty at TWU
- CMEC Fair Dealing Decision Tool

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