


Policy Name:	COPYRIGHT POLICY FOR FACULTY AND STAFF	
Approved By:	President's Council	
Approval Date:	August 1, 2017	
Next Scheduled Renewal Date:	July 2023	
Policy Holder:	VP, Academic, Students, and International	
Operational Lead:	Dean, Business, Access Education and Libraries	
Policy Number:	ADM-002	

COPYRIGHT POLICY FOR FACULTY AND STAFF

1.00 PURPOSE

- 1.1 The purpose of this policy is to ensure the College conforms to Canadian copyright law(s).

2.00 DEFINITIONS

- 2.1 **Copyright:** The sole and exclusive right of a copyright owner to produce, reproduce, perform, publish, adapt, translate, and telecommunicate a work, and to control the circumstances in which others may do any of these things. Copyright law in Canada protects a wide range of works, including films, music, artistic works, as well as books.

3.00 POLICY STATEMENT

- 3.1 The College will respect all applicable copyright regulations and law in carrying out our mandate as a BC post-secondary institute.

4.00 IMPLEMENTATION

- 4.1 Staff and faculty are required to follow all applicable copyright requirements in duplication of copyright material.
- 4.2 Faculty and staff engaged in replication of published material are required to familiarize themselves with the appropriate permissions and limitations provided under the Copyright legislation.
- a) Employees will be supported by postings of this policy, copyright regulations, and other pertinent information on the College website, with appropriate signage in all College libraries, print shop, and photocopy locations.
- 4.3 In addition, copyright information and advice will be provided upon request by identified staff, including: librarians, bookstore manager, printshop technician, Dean of the Centre of Research and Learning Transformation, and online faculty training support persons.

5.00 AWARENESS

5.1 The College will ensure that staff and faculty are made aware of the College copyright policy and copyright requirements by posting appropriate signage, and through training/information sessions and placing the information on the policy section of the College website.

6.00 VIOLATIONS

6.1 Individuals who are in violation of this policy will be reminded of the importance of respecting copyright laws and regulations at the College.

6.2 Continual disregard for this policy may result in appropriate disciplinary action.

7.00 GUIDELINES

7.1 See ADM-002G, Addendum 1, *Copyright Guidelines*.

8.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

8.1 [ADM-002G, Addendum 1, Copyright Guidelines](#)

9.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			