

Linking & Hyperlinking

Instead of copying and pasting online content into PowerPoint presentations or the pages of course sites in FOL, simply use a link or hyperlink to provide access to the online content you wish to direct students to. Permission to link or hyperlink to online content is not required. Links and hyperlinks don't have to be cited and they don't have to be removed from FOL when the course becomes inactive.

Digital Imagery

Images from online sources can be reproduced and included in PowerPoint presentations or on the pages of course sites but images that are watermarked as well as those that are accompanied by clearly visible copyright notices that prohibit 'educational use' must be avoided. Use this formula when citing images from online sources: 'title of image, artist: name of website, url'. If the title of the image and/or the artist are not available, simply provide the name of the website and the url of the webpage where the image was found.

Open Source Resources

A full list of resources where content whose use is free and unrestricted can be found on the Copyright @ Fanshawe website: fanshawelibrary.com/copyright-guide. The resources provide great alternatives to copyright-protected works.

Publicly Accessible Online Content

The *Copyright Act* permits the reproduction, communication and performance of online content that is publicly accessible. Content is considered to be publicly accessible when it is not password-protected, when a login is not required to access the content, or when a digital lock does not restrict access to or the use of the content. If the content is not accompanied by clearly visible copyright notices that prohibit 'educational use' and if neither the source or the content is not or does not contain illegal or infringing content, then it can be used in the online classroom. YouTube is considered a source of publicly accessible online content. When performing or embedding YouTube videos, make sure that the video is not or does not contain illegal or infringing content and that it can be performed in our geographic location.

More Information...

Information on copyright in the classroom, citation style guides, eResources as well as information especially for students and much more can be found on the Copyright @ Fanshawe website:

fanshawelibrary.com/copyright-guide.

The Copyright Services Officer can provide you with assistance and necessary information so that you can make the most of copyright-protected works in the online classroom. If you have any questions or concerns or would like to arrange for a group or classroom presentation, a workshop, or an individual consultation, please email:

Meaghan Shannon at m_shannon2@fanshawec.ca

Copyright @ Fanshawe



Copyright & FanshaweOnline



Meaghan Shannon, Copyright Services Officer

email: m_shannon2@fanshawec.ca

phone: 519.452.4430 ext. 4346

office: Library & Media Services, L1003-18

'Copyright Puzzle' by Horia Vartan: flickr.com/photos/horiavartan/4839454263/

Fair Dealing Guidelines

The following are considered 'short excerpts' which may be reproduced and communicated for educational purposes:

- Up to 10% of a copyright-protected work (literary works, musical scores, sound recordings and audiovisual works are considered copyright-protected works).
- 1 entire chapter from a book.
- 1 entire article from a periodical.
- 1 entire artistic work .
- 1 entire short story/play/poem/essay from an anthology.
- 1 entire entry from a reference work.
- 1 single musical score.

A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:

- As a paper handout.
- As a digital handout via FOL.

Short excerpts that are reproduced and communicated under these Fair Dealing Guidelines must acknowledge the title and author(s) of the original source from which the short excerpt was reproduced.

* Please keep in mind that systematic and cumulative reproduction does constitute copyright infringement.

The full text of the Fair Dealing Guidelines is available in Addendum Standard 1 of Policy A204.

The 30 Day Rule

Course sites within FOL become inactive 30 days after the course's final marks have been released and not all content can remain within inactive course sites on FOL.

Removal & Restriction of Access Not Required

- **Faculty-Created Content:** the slides you've created, photographs you've taken, text you've written.
- **College-Owned Content:** promotional materials, documents or forms produced by the College, Department/Division/School-produced manuals.
- **Public Domain & Open Access Content:** works by creators who have been deceased for more than 50 years, works by creators who have authorized the free and unrestricted use of their works, Creative Commons-licensed works.
- **Links & Hyperlinks:** links and hyperlinks to publicly accessible online content and persistent links to Library-licensed eResources.

Restriction of Access Required

Access to be restricted to the faculty member(s) responsible for facilitating the course within 30 days of the final marks being released:

- **Content Covered by the Fair Dealing Guidelines:** scanned & uploaded copies of short excerpts: chapters, articles, short stories, poems, plays, artistic works, etc. that do not exceed 10% of their source.

Removal Required

Must be removed from FOL within 30 days of the final marks being released:

- **Content Reproduced by Permission:** scanned and uploaded copies of excerpts that exceed 10% of their source or excerpts from sources that are not covered by the Fair Dealing Guidelines.
- **Licensed Content:** eTextbooks, slides and content from instructional materials/manuals that accompany adopted textbooks.

Textbooks & Instructional Materials

As a general rule, if you have adopted a text for your class and your students are required to purchase it, you may use the accompanying instructional material at your discretion in order to facilitate your course. The amount of material from accompanying instructional materials that is reproduced and communicated to students via FOL can exceed the short excerpt amount specified in the Fair Dealing Guidelines but it must be removed from FOL within 30 days of the course's final marks being released. A full list of the policies of publishers who sell textbooks through our Bookstore is available on the Copyright @ Fanshawe website.

Handouts

Short excerpts from copyright-protected works can be reproduced in digital form and communicated to students via FOL. Please refer to the Fair Dealing Guidelines to ensure that the short excerpt is an insubstantial amount of its original source and remember that the handout must acknowledge the title and author(s) of the original source. Access to digital handouts that are uploaded to FOL must be restricted to the faculty member(s) who are responsible for the facilitation of that course within 30 days of the final marks being released. For more information, visit the Copyright @ Fanshawe website:
fanshawelibrary.com/copyright-guide.