

Using Copyright-Protected Works for Class Handouts or Uploads to FOL

Educators can copy and distribute **short excerpts** to their students for educational purposes.

A **short excerpt** means:

- Up to 10% of a copyright-protected work (literary works, musical scores, sound recordings, and audio visual works are considered 'copyright-protected works').
- One chapter from a book.
- A single article from a periodical.
- An entire artistic work (paintings, prints, photographs, diagrams, drawings, maps, charts, and plans are considered 'artistic works').
- An entire newspaper article or page.
- An entire single poem or musical score from a copyright-protected work containing other poems or musical scores.
- An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.

*Refer to paragraph 4 of the Fair Dealing Policy.

Copying and distributing multiple **short excerpts** from the same copyright-protected work is prohibited. If you need to copy more than a single 'short excerpt' from one source, contact the person designated by your college to answer copyright questions; they can provide you with some options or alternatives.

Always cite your source! Remember to acknowledge the source and author of the **short excerpt**.

Properly cited **short excerpts** can be:

- Distributed to students in your classroom as a paper handout.
- Posted to FOL as a digital handout.

*Refer to paragraph 3 of the Fair Dealing Policy.

For more information, please contact Meaghan Shannon, Copyright Services Officer at:
m_shannon2@fanshawec.ca or extension 4346.