

GUIDELINES FOR COMPLYING WITH THE 30 DAY RULE

Courses within FOL become inactive 30 days after final marks are released and not all content can remain within inactive course sites on FOL. Please refer to the chart below for information on what content can remain within the course site, what content can remain within the course site but requires restricted access, and what content needs to be removed from FOL. Please contact Meaghan Shannon, Copyright Services Officer at m_shannon2@fanshawec.ca if you have any questions or concerns.

Content	Examples	Action
Faculty-Created Content	<ul style="list-style-type: none"> · Slides you've created · Photographs you've taken · Text you've written 	Removal & Restriction of Access NOT REQUIRED
College-Owned Content	<ul style="list-style-type: none"> · Promotional materials · College documents · Department-produced manuals 	Removal & Restriction of Access NOT REQUIRED
Public Domain & Open Access Content	<ul style="list-style-type: none"> · Works by creators who have been deceased since 1965. · Works by creators who have authorized free and unrestricted use of their works. · Some works licensed by Creative Commons. 	Removal & Restriction of Access NOT REQUIRED
Links & Hyperlinks	<ul style="list-style-type: none"> · Links to publicly accessible online content · Persistent links to Library-licensed eResources 	Removal & Restriction of Access NOT REQUIRED
Content adhering to the Fair Dealing Guidelines	<ul style="list-style-type: none"> · Scanned & uploaded copies of short excerpts: chapters, articles, short stories, poems, plays, artistic works, etc. that did not exceed 10% of their source. 	<p style="text-align: center;">RESTRICTION OF ACCESS to faculty member responsible for facilitation of course within 30 days of final marks being released.</p> <p style="text-align: center;">Education >>>Private Study</p>
Content Reproduced by Permission	<ul style="list-style-type: none"> · Content scanned & uploaded by permission because it exceeded 10% of the source. · Content scanned & uploaded by permission because type of short excerpt or work were not covered by categories in the Fair Dealing Policy ie. case studies 	REMOVE FROM FOL within 30 days of final marks being released.
Licensed Content	<ul style="list-style-type: none"> · eTextbooks · Content from instructional materials/manuals that accompany adopted textbooks. · Slides that accompany adopted textbooks. 	REMOVE FROM FOL within 30 days of final marks being released.