

Copyright FAQ: Using Copyrighted Materials in Your Teaching

The Geoffrey R. Weller Library, the CTLT, UNBC Bookstore and ITS are working in close partnership to ensure that our faculty and students have access to information resources they need to achieve success in teaching and learning.

*Based on the document created by Deb Nielsen, B.A., M.L.I.S., Library Assistant –
Copyright, Geoffrey R. Weller Library*

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Definitions

- **Authorized Users**
 - Who is allowed to access a database. Usually, authorized users are faculty, staff, students and walk-in users.
- **Concurrent Users**
 - The number of users allowed to use the resource at a single time
- **Coursepack**
 - A collection of articles (or book chapters) that a professor has recommended that students read for a course. This can either be in print or electronic format. Print coursepacks are usually available for purchase through the Bookstore. Electronic coursepacks would be offered through a Blackboard course shell.
- **Electronic Reserves**
 - Academic materials that a professor wants to make available to students in digital format and are accessed through the library catalogue.
- **Interlibrary Loan**
 - Material that one library borrows from another library at the request of a patron. These can be books, articles or other material formats.
- **Persistent Link**
 - Internet addresses that connect users directly to a library database or article by clicking a link embedded in a webpage. Also known as stable URLs, permalinks or DOIs.

Coursepacks

Print Coursepacks

Due to the expiration of the Access Copyright agreement, there is currently no process in place for the Bookstore to sell copyrighted material in print coursepacks. We encourage you to model “green” teaching practices and consider an electronic coursepack through a Blackboard course shell as an alternative.

For further information about print coursepacks, contact Mardeana Berg at (250) 960-6436 (bergm@unbc.ca) or Cyndie Yule at (250) 960-6422 (yule@unbc.ca).

Electronic Coursepacks

Faculty at UNBC can use Blackboard to offer class resources and assignments to students as well as conduct online courses. More information about Blackboard can be found at <http://elearning.unbc.ca/doku.php>. Articles or other course materials can be placed on a Blackboard course shell so that students can access them, either by creating a link to them or creating a digital copy.

Book chapters and articles may be placed on Blackboard if copyright has been cleared or this use is covered under an existing license. See the **Determining Copyright Permissions** section of this document.

For further information about Blackboard, contact Grant Potter at (250) 960-5188 (gpotter@unbc.ca) or Deborah Nielsen at (250) 960-6679 (nielsend@unbc.ca).

For further information about determining copyright permissions, contact the Library Assistant – Copyright at (250) 960-6057 or libcopyright@unbc.ca.

Library Reserves

The reserve reading collection of the Geoffrey R. Weller Library serves as a means of providing access to required course readings for which a high demand is anticipated. More information about Library Reserves is available at <https://library.unbc.ca/faculty-services/course-reserves/>

Print Reserves

Physical material placed on reserve is located in the Reserve Room on the 1st floor of the Library.

- There are no copyright implications in placing material that the Library owns or a faculty member's personal copy of a book on reserve.
- Photocopies of articles may be placed on reserve if they are compliant with the Fair Dealing Guidelines. UNBC's Fair Dealing Guidelines can be found at http://library.unbc.ca/pdf/Copyright/Fair_dealing_policy_revised_March_2011_UNBC_06_01.pdf

Electronic Reserves

The Library has the ability to link to online articles and websites for Reserve use. Electronic Reserves allow students to access materials from off campus and ensure that the material doesn't go missing.

Articles may be placed on Electronic Reserve if copyright has been cleared or this use is covered under an existing license. See the **Determining Copyright Permissions** section of this document.

For further information about placing items on reserve, contact the Access Services Administrator at (250) 960-6652 or libcirc@unbc.ca.

Determining copyright permissions

Much of the content in the library's online subscription databases can be used for teaching purposes without having to clear copyright. The following instructions will guide you through checking the Terms and Conditions of the Library's subscription databases.

To search the **Terms and Conditions** of the library's subscription databases, do a title search for the desired journal.

The screenshot shows the UNBC Geoffrey R. Weller Library website. At the top, the UNBC logo and the library name are displayed. Below the header, there is a navigation bar with a link to 'Ask A Librarian'. The main content area is divided into two columns. The left column contains an 'Ask A Question' box with a message about AskAway being closed. The right column features a 'SEARCH THE LIBRARY CATALOGUE' section with a search bar. A red arrow points to the search bar, and a text box above it says 'Choose to search by Title and type in the Journal title'. The search bar has a dropdown menu set to 'Title' and a text input field containing 'gender and education'. A 'GO' button is next to the input field. Below the search bar, there are two sections: 'LIBRARY HOURS' and 'LIBRARY NEWS'. The 'LIBRARY HOURS' section lists the library's operating hours for different days of the week. The 'LIBRARY NEWS' section includes links to 'UNBC Reads', 'Library Annual Report', and a Facebook link.

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Geoffrey R. Weller Library

Chat with a librarian below or fill out this [Ask A Librarian](#) form.

Ask A Question
AskAway is currently closed and will reopen May 16th. Send your questions to: libref@unbc.ca

SEARCH THE LIBRARY CATALOGUE

Title

LIBRARY HOURS

Monday - Wednesday	8am - 6pm
Thursday	8am - 9pm
Friday	8am - 6pm
Saturday and Sunday	12pm - 5pm

Detailed library [hours](#) for the Spring/Summer session.

LIBRARY NEWS

[Check out UNBC Reads](#)

[Library Annual Report](#)

[Follow the library on Facebook!](#)

Choose the desired journal title:

TITLE View Entire Collection
☐ Limit search to available items

Num	Mark	TITLES (1-6 of 6)	Year	Entries 11 Found
1		Gender And Education -- See Gender and education series		1
2	<input type="checkbox"/>	Gender And Education		1
3	<input type="checkbox"/>	Gender And Education In A Life Perspective Lessons From Scandinavia	c1994	1
4	<input type="checkbox"/>	Gender And Education In China Gender Discourses And Womens Schooling In The Early Twentieth Century	2007	1
5	<input type="checkbox"/>	Gender And Education In Ontario An Historical Reader	1991	1
6	<input type="checkbox"/>	Gender And Education Series		6

Click **Online Resource** to open a page that will show you the options for date coverage and enable you to look up the **Terms and Conditions**.

TITLE View Entire Collection
☐ Limit search to available items

(Search History) Result page:

Title **Gender and education [electronic resource].** [Persistent link to this record](#)

Imprint [London] : Carfax

SHARE ...

Connect to the
[Online resource](#)

Choose a database with the date range that meets your needs and click on **Terms and Conditions** to see what that each license allows.

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0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Find e-resources by title
☒ All ☒ Books

Title begins with

Gender and education (0954-0253)
 from 03/01/1990 to 18 months ago in [Academic Search Premier](#) [Terms and Conditions](#)
 from 03/01/1990 to 18 months ago in [Professional Development Collection](#) [Terms and Conditions](#)
 from 03/01/1990 to 18 months ago in [SocINDEX with Full Text](#) [Terms and Conditions](#)
 from 1997 to present in [Taylor & Francis Combined Collection CRKN 2011 \(SSH/S&T\)](#) [Terms and Conditions](#)

Authorized Users	Faculty Staff Students Walk-in users
Electronic Reserves Info	E-Reserves implied
Coursepack Info	Coursepack not permitted
Interlibrary Loan Info	I.L.L. permitted
Persistent Link Info	Link permitted
Terms of Use Info	"Licensee and Authorized Users may create printouts of materials retrieved through the Databases via on-line printing, off-line printing, facsimile or electronic mail. All reproduction and distribution of such printouts, and all downloading and electronic storage of materials... shall be for internal or personal use. Downloading all of parts of the Database in a systematic or regular manner... is strictly prohibited."
Concurrent Users	Unlimited

Sometimes the Terms and Conditions will use the word **implied** or **restricted**, as in the example below. If you see implied or restricted, further explanatory details will be provided in the **Terms of Use Info**. Read this section to determine if your use would be permitted.

For clarification or further information about determining copyright permissions, contact the Library Assistant – Copyright at (250) 960-6057 or libcopyright@unbc.ca.

If you require assistance searching the catalogue or finding articles, please contact the Reference Desk at (250) 960-6475 or libref@unbc.ca.

What if I do need copyright clearance?

Please note that if materials do need to have copyright clearance, obtaining permissions from the publishers can take 6-8 weeks. As such, it is recommended that you submit copyright clearance requests as soon as possible.

For further information about copyright clearance requests, contact the Library Assistant – Copyright at (250) 960-6057 or libcopyright@unbc.ca.

Can I scan a print article into an electronic format?

Print articles may be scanned into electronic format and placed in Electronic Coursepacks if copyright has been cleared or this use is covered under an existing license. See the **Determining Copyright Permissions** section of this document.

Where do I go for help?

If you would like to talk to someone about your specific needs related to using copyrighted materials, please contact the Library Assistant – Copyright at (250) 960-6057 or libcopyright@unbc.ca.

Videos or Films

The Geoffrey R. Weller Library has signed a province-wide license agreement with two companies (Audio Cine and Criterion) which control about 80% of feature films in Canada. This license authorizes “home use” videos that you can borrow or buy — whether from the video store, public library, or personal collections — for public performance use. This means that you can show the video in class if it is produced by a company listed in the agreement. Please see <https://library.unbc.ca/faculty-services/videos-in-class/> to determine if a video is covered under this license.

If the video is not covered under this license, copyright clearance will need to be obtained. Please contact the Library Assistant – Copyright at (250) 960-6057 or libcopyright@unbc.ca for further assistance.