UNBC and its faculty, staff and students are creators and consumers of various forms of intellectual property. As creators, we rely on the protections offered by intellectual property laws to ensure that our work is protected from improper use. As consumers of intellectual property, we are legally (and morally) obligated to respect the intellectual property rights of others. Copyright is an intellectual property right that is very important to UNBC faculty, staff and students.

Copyright Infringement

Infringing copyright is a serious matter and UNBC requires each of its faculty, staff and students to comply with the Copyright Act of Canada. Failure to comply with copyright law may result in UNBC being liable for copyright fees and damages. Faculty, staff and students may also be personally liable for copyright infringement, and be responsible for payment of such fees and damages. The copyright office at UNBC can provide you with information regarding copyright to help you understand what you can and cannot do with copyrighted works.

Contact Information

The Copyright Office at UNBC’s Geoffrey R. Weller Library is open Monday through Friday, 8:00am – 4:00 pm to assist staff, faculty and students with copyright questions.

For assistance, contact:
Patrice Hall, Copyright Assistant
Geoffrey R. Weller Library
Room 5-487
250-960-6057
Patrice.Hall@unbc.ca

University of Northern British Columbia

3333 University Way
Prince George, British Columbia
Canada V2N 4Z9

libguides.unbc.ca/copyright
I want to create a coursepack

**Electronic Course Packs:**
Copyright –compliant 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: [http://elearning.unbc.ca/doku.php](http://elearning.unbc.ca/doku.php)

For further information about Blackboard, contact CTLT at (250) 960-6509 (ctlit@unbc.ca).

**Print Course Packs:**
For further information about print course packs, contact Mardeana Berg at (250) 960-6436 (bergm@unbc.ca) or Cyndie Yule at (250) 960-6422 (yule@unbc.ca)

Copyright assistance at UNBC

The Copyright Office at UNBC Library can assist Faculty and Staff in:
* Determining if a work is copyright protected
* Verifying if UNBC holds a license providing permission to use a work
* Providing copyright clearance for use of works not under license to UNBC
* Assessing whether a particular use of a work falls under the Canadian Copyright Act Exceptions
* Understanding and clarifying “Fair Dealing”
* Clearing works to be included in print and electronic course packs
* Understanding how to create persistent links to electronic documents for course web pages, reserve and Blackboard materials.

For more information visit: [http://libguides.unbc.ca/copyright](http://libguides.unbc.ca/copyright)

I want to place readings on reserve

**Electronic Reserves:**
Articles placed on Electronic Reserve must be compliant with UNBC’s Fair Dealing Guidelines or the use is covered under an existing license.

The Library has the ability to link to online articles and websites for Reserve use.

Contact the Access Services Administrator at (250) 960-6652 or libcirc@unbc.ca.

**Print Reserves:**
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 UNBC’s Fair Dealing Guidelines or the use is covered under an existing license.