

POLICY TITLE	Copyright
POLICY NUMBER	E-3.4
APPROVAL DATE	September 14, 2000
APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	NA
LAST UPDATE OR AMENDMENT OR REVIEW DATE	NA
NEXT REVIEW DATE	NA
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Director of Learning Services
SUPPORTING DOCUMENTS	NA

COPYRIGHT

PURPOSE AND/OR RATIONALE

The purpose of this policy is to ensure that the College complies with the provisions of the *Copyright Act of Canada*

POLICY SCOPE AND LIMITS

1. This policy applies to all employees of Camosun College.
2. This policy is subject to applicable international, federal, provincial, and local laws and statutes, such as the *Copyright Act of Canada*, Copyright Licenses, and other laws of general application (see link).

DEFINITIONS

1. **Copyright Collective:** A copyright collective represents a defined group of creators and licenses the use of the copyrighted works of those creators.
2. **Copyright License:** A legal contract that allows the College to use copyrighted works usually in a defined format for educational purposes. Licenses can be with Collectives or commercial agents.

PRINCIPLES

1. In order to adhere to the *Canadian Copyright Act*, the College will take reasonable measures to ensure that its employees use copyrighted works within the conditions of the *Act* or within the terms of negotiated Copyright Licenses.

2. The College will develop guidelines for the use of copyrighted materials and enter into business agreements with copyright holders as needed.
3. The College will provide information to employees on the requirements of respecting copyright through open information sessions, circulated memos, a website (see link) and by answering individual questions.

GUIDELINES

The College maintains current guidelines regarding the use of copyrighted material within the requirements of the law and our licenses. These guidelines are available online (see link).

RELATED LEGISLATED REFERENCES

- [Copyright Act of Canada](#)

LINK TO RELATED CAMOSUN WEBSITE

- [Camosun College Library Copyright Guide](#)