

Title	Copyright Compliance
Number	B5003
Category	Administration

1. PURPOSE

To outline the rights and responsibilities of Langara College and its members with respect to compliance with Canadian copyright law.

2. DEFINITIONS

College community – employees, students, volunteers, contractors and other individuals who work, study or engage in business or services for the College.

Copyright – the exclusive legal right to produce, reproduce, publish or perform an original literary, artistic, dramatic or musical work. In Canada, works are protected for the life of the creator plus 70 years.

Copyright Office – comprised of the Copyright Officer, Copyright Librarian and Copyright Technician.

Copyright Officer – title held by the College’s Director, Library Services and Learning Commons.

Educational exceptions – provisions within the [Copyright Act](#) that permit use of copyrighted works for specific educational purposes.

Fair dealing – a provision within the [Copyright Act](#) that permits use of copyrighted works for the purposes of research, private study, education, criticism, review, parody, satire or news reporting without payment or permission from the rights holder.

Infringement – occurs when a person uses a copyrighted work in a way that violates rights granted in the *Copyright Act*.

Intellectual property – the result of intellectual or artistic activity that can be protected by rights such as patent, copyright and trademark.

License agreement – a legally enforceable contract that gives the licensee authorization to use a work for specific purposes, usually in exchange for payment.

Performance – any acoustic or visual representation of a work, performer’s performance, sound recording or communication signal.

Public domain – comprised of works in which copyright has expired or been waived by the rights holder. Works in the public domain can be used freely without payment or permission from the rights holder.

Publication – making a work available to the public by way of print, electronic distribution, or other means.

3. POLICY

- 3.1 Langara College promotes compliance with Canadian copyright law through education and services.
- 3.2 Members of the College community will acquire all materials in compliance with Canadian copyright law, license agreements and College policies.
- 3.3 Members of the College community will ensure that the resources they use in their work for the purpose of creation, publication, distribution, performance, exhibition or projection meet one or more of the following criteria:
 - a) The material is free of copyright restrictions (e.g. works in the public domain)
 - b) The use is permitted by a license agreement
 - c) The use is permitted by the rights holder
 - d) The use is permitted under fair dealing or another exception in the *Copyright Act*
- 3.4 Members of the College community will ensure that the course materials they produce meet copyright requirements.
- 3.5 Members of the College community who produce publicly available online content will ensure that third-party content is free of copyright or has the necessary permissions.
- 3.6 Members of the College community will not use College equipment, services or other resources to infringe copyright.
- 3.7 The College will ensure that copyright information and licensing assistance is available to members of the College community through the Copyright Office.
- 3.8 The Copyright Office will maintain records of copyright permissions and license agreements for works used in College business in accordance with approved College retention schedules.
- 3.9 The Copyright Office reserves the right to refuse copyright clearance requests from members of the College community that require an unreasonable allocation of resources.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Copyright Officer.

5. REGULATIONS/PROCEDURES

[Fair Dealing Procedures](#)

History/Revision	
Origination Date	December 3, 2002
Amendment Date(s)	November 1, 2023 June 18, 2013
Next Review Date	November 1, 2026