



University of Windsor

Fair Dealing

Copying Guidelines

for Faculty & Staff

When photocopying or scanning from copyright protected works without the permission of the copyright owner, the university relies on what is permitted under the *Copyright Act*. It's paramount that all faculty and staff at the university abide by the provisions of the *Copyright Act* and the University of Windsor Fair Dealing Policy*, a summary of which is below:

WHO:	Teachers, instructors, professors and staff members, for each student enrolled in a class or a course								
WHY:	<table border="0"> <tr> <td>Research</td> <td>Education</td> <td>Satire</td> <td>Review</td> </tr> <tr> <td>Private Study</td> <td>Parody</td> <td>Criticism</td> <td>News Reporting</td> </tr> </table>	Research	Education	Satire	Review	Private Study	Parody	Criticism	News Reporting
Research	Education	Satire	Review						
Private Study	Parody	Criticism	News Reporting						
WHAT:	<p>May communicate or reproduce, in paper or electronic form</p> <p>A short excerpt:</p> <ul style="list-style-type: none"> • Up to 10% of a protected work (including a literary work, musical score, sound recording, audiovisual work) • One chapter from a book • A single article from a periodical • An entire artistic work from a source containing other artistic works (including a painting, print, photograph, diagram, drawing, map, chart, plan) • An entire newspaper article or page • An entire song poem or musical score from a source containing other poems or musical scores; • An entry from an encyclopedia, annotated bibliography, dictionary or similar reference work. 								
WHERE / WHEN:	<ul style="list-style-type: none"> • In the classroom on campus, as a class handout; • In CLEW, as a scanned a posting; • In library Course Reserves in paper or electronic form; • In print course packs 								
PROVIDED THAT	<ul style="list-style-type: none"> • There is no more copying than what is required in order to achieve the allowable purpose; • There is no attempt to copy multiple excerpts from the same source with the intention of copying substantially the entire work; • When copying excerpts for News Reporting, Criticism and Review, the source and author/creator are given attribution; • When posting in CLEW, access to the copied excerpt is restricted to students of the university; • With regard to course packs, charges may only cover university costs; 								
NOTE	Proposals for copying or communicating that exceeds the limits in this policy may be referred to the Copyright Officer of the University for evaluation of whether the act(s) can be permitted under fair dealing based on all relevant circumstances.								

* Adapted from the AUCC Fair Dealing Policy for Universities