



copyright

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:	Research Private Study	Education Parody	Satire Criticism	Review 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 Blackboard Learn, as a scanned 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 Blackboard Learn, 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