

AURORA COLLEGE

POLICY

The reproduction or use of creative property in any form by staff or students of Aurora College is subject to copyright or other protective legislation.

PRINCIPLES

1. Aurora College recognizes that creative or intellectual property in any printed, electronic, or artistic form, is of proprietary ownership of the creative party(ies).
2. The College recognizes that unauthorized use of creative property, beyond allowable uses as specified by the copyright holder of such property, is considered to be theft.
3. Aurora College recognizes the Canadian legislation on copyright relating to the reproduction of materials and does not sanction or authorize any infringements or violations of copyright.

PROCEDURES

1. A directive defining authorized and unauthorized use of creative property shall be provided from the office of the Aurora College President. This document shall be prominently displayed in Campuses and Community Learning Centres. (see Appendix)
2. Directors shall be responsible for staff compliance with copyright and other protective legislation.
3. Failure to observe copyright and protective legislation may result in disciplinary action.

AURORA COLLEGE

APPENDIX B.18

DIRECTIVE

1. Reproduction of copyright works requires the consent of the owner(s) of the copyright.
2. Fair dealing with any work for the purpose of private study, research criticism, review or newspaper summary does not constitute an infringement of copyright, if the source and the author's name are mentioned.
3. Reproducing multiple copies of a work or part of work for class distribution does not qualify as "fair dealing". There is no exception for educational purposes.
4. Renting a video and showing it to a class is a violation of copyright.
5. When purchasing computer software, only a single backup copy can be made. Any additional copies are illegal.
6. Taping a television program and showing it to a class is illegal. There may be certain exceptions as in the case of some Knowledge Network programs. The individual making the tape is responsible for checking those exceptions very carefully.
7. Responsibility for determining copyright protection and obtaining consent to reproduce, where necessary, rests with the individual making the copies.
8. In the case of materials sent to a central photocopy or audiovisual facility for reproduction, responsibility for determining copyright protection and obtaining consent rests with the originator of the request.

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COPYRIGHT MATERIAL ONLY

I have obtained permission to copy this copyright material. I accept responsibility for copying this copyright material and neither Aurora College nor the photocopy operator is responsible for any violation of copyright.

TITLE _____ PUBLISHER (if applicable) _____

NAME (Please Print) _____ SIGNATURE _____ DATE _____

PERMISSION RECEIVED FROM _____ DATE _____

FORM OF PERMISSION _____

REQUEST FOR PHOTOCOPY

DEPARTMENT _____ REQUESTED _____ DATE _____
TIME _____

DATE REQUIRED _____ NUMBER OF DOCUMENTS _____

NUMBER OF COPIES _____ DATE COMPLETED _____

ORIGINAL TO COPY

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TWO-SIDED TO TWO-SIDED _____ COVER ON FRONT _____

COVER ON BACK _____ CORNER STAPLE _____ SIDE STAPLE _____

COLLATED _____ BOUND _____

COPY SIZE

SAME _____ TO 8 1/2 x 11 _____ TO 8 1/2 x 14 _____ TO 11 x 17 _____

TO 5 1/2 x 8 _____ COMPUTER FORMS: - COPY SIZE _____

OTHER INSTRUCTIONS _____