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APPROVAL DATE	MAY, 1989
PREVIOUS AMENDMENT	N/A
REVIEW DATE	MAY, 1994
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	VICE-PRESIDENT, ADMINISTRATION & FINANCE

## POLICY

### I. USE OF COPYRIGHTED MATERIAL

Thompson Rivers University (TRU) will uphold its legal obligation to comply with the Copyright Act of Canada and will take all reasonable steps to ensure all staff and students are aware of, and adhere to, the Copyright Act of Canada.

### II. MATERIALS PRODUCED BY TRU STAFF

In accordance with copyright law provisions, all materials produced by TRU staff to attain the objectives of TRU, or produced with TRU resources, are the property of TRU and are marked "All Rights Reserved, Thompson Rivers University".

If a staff member produces a personal project involving significant use of TRU time or materials, TRU funds, or TRU technical or secretarial assistance, the staff member must meet with the President to reach a written agreement about the ownership of the copyright or patent and the cost allocations of the project. If a written agreement is not reached, the copyright or patent will be vested in TRU.

Works produced by a staff member on the staff member's own time and at the staff member's own expense, remain the property of the staff member.

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## REGULATIONS

### I. PHOTOCOPYING AND DUPLICATING

(For Library reserves, class handouts, lab manuals, department handbooks, and all TRU printed materials.)

#### 1. Permission

Prior written permission must be obtained before an article or document is duplicated, distributed or sold. To do this, complete a Copyright Clearance form and submit it to the Library. The Library will process requests for clearance or inform users if an appropriate blanket clearance has been previously obtained.

#### 2. Fees

The Library will normally pay any necessary fees to obtain permission to use copyrighted materials on behalf of TRU staff.

#### 3. Lead Time

Approximately two to three months lead time must be allowed to process clearance requests.

#### 4. Required Information

It is necessary to complete the Copyright Clearance form providing the Library with all relevant information:

- a. Title, author, editor, edition, publisher, page numbers or chapters to be copied;
- b. Total number of copies to be made;
- c. Intended use and duration (e.g. Fall 20\_\_, English 101), form of distribution (e.g. library reserve, class handout, lab manual);
- d. Distributed free, sold for profit, sold for cost-recovery.

#### 5. Acknowledgement of Copyright Clearance

The Print Shop will not knowingly reproduce and the Bookstore will not sell material unless copyright clearance has been approved and is on file in the Library. Acknowledgement of copyright clearance and permission to duplicate will be stated on the document/articles copies.

## 6. Photocopiers

Copying done on TRU department/divisional photocopiers is the responsibility of the individual. However, TRU will display its copyright policy and warning notices on or near its machines.

## II. AUDIO-VISUAL MATERIALS

### 1. Public Viewing

Audio-visual materials shown in classrooms must have public viewing rights. Videos and films in the Library's collection will be clearly labelled if such rights have not been obtained. Most videos available from rental outlets and programs taped off-air are strictly for home use and do not carry public performance rights, and must not be shown in classrooms.

### 2. Use of TRU Equipment

TRU equipment must not be used to show videos, films and programs in the classroom for which public viewing rights have not been obtained.

### 3. Copying

The Media Services Department will tape off-air programs for which copyright permission has been obtained.

### 4. Format Changes

The Library and the Media Services Department will not duplicate or change the format of any audio or visual material without the prior written permission of the copyright holder.

### 5. Permission

Material included in TRU audio-visual productions must be free of copyright restrictions. This includes the use of print, graphic, audio and visual material, as well as the recording of a performance of a work covered by copyright. Production of videos, overhead transparencies, slides, films, photographs, audio tapes, etc., will not proceed until copyright clearance has been obtained for all materials being used.

## III. COMPUTER SOFTWARE

### 1. Unlawful Duplication

TRU staff and students are not to unlawfully duplicate or use unlawfully-duplicated software for instructional or administrative purposes.

2. Use of TRU Equipment

TRU employees and students are forbidden to use TRU equipment to infringe the Copyright law.

NO LONGER IN FORCE