



## Copyright Compliance Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

Northern Lakes College respects the rights given to copyright holders and copyright users in the Canadian Copyright Act. It is the policy of Northern Lakes College to facilitate access to print, visual, virtual, and electronic resources to further academic teaching/learning, and operational objectives in accordance with current legislation, agreements, and relevant policies.

<b>Sponsor:</b>	General
<b>Policy Owner:</b>	Executive Director, Student Services
<b>Policy Administrator:</b>	Director, Library Services
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	April 11, 2014
<b>Effective Date:</b>	April 11, 2014

<b>Objective:</b>	<ol style="list-style-type: none"> <li>1. Define the responsibilities of Northern Lakes College employees regarding copyright compliance.</li> <li>2. Define the responsibilities of Northern Lakes College in providing guidance intended to educate and inform Northern Lakes College employees on acceptable use of copyright-protected material.</li> <li>3. Outline acceptable use of copyright-protected works when used for the purposes of education, or other activities required within the mandate of Northern Lakes College.</li> </ol>
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>1. <b>Northern Lakes College Employee Responsibilities</b> <ol style="list-style-type: none"> <li>A. Employees are responsible for ensuring they are in compliance with the Copyright Act and the Northern Lakes College Copyright Compliance Policy and procedure.</li> <li>B. The College takes breaches of this policy seriously. Deliberate incidents of non-compliance by members of the College Community will lead to disciplinary action up to and including termination, expulsion and/or recovery of cost.</li> </ol> </li> <li>2. <b>Northern Lakes College Responsibilities</b> <ol style="list-style-type: none"> <li>A. Guidance on copyright compliance and assistance with permissions can be obtained through the Northern Lakes College Library and the Director of Library Services/Copyright Officer.</li> <li>B. The Copyright Officer will make all reasonable efforts to update and educate employees on copyright compliance.</li> </ol> </li> </ol>

	<p><b>3. Acceptable use of copyright protected work</b></p> <p>A. Northern Lakes College employees will use copyright protected material only if the following conditions are met:</p> <ul style="list-style-type: none"> <li>i. The use is permitted under the Copyright Act.</li> <li>ii. The material is in the public domain.</li> <li>iii. Written permission has been obtained from the copyright holder.</li> <li>iv. The use is permitted through a license or contract, such as licensed material provided by the Northern Lakes College Library.</li> <li>v. The material has been copied under licensing provided through a collective licensing arranged through the College.</li> <li>vi. The material has been copied under licensing arrangements such as Open Access and Creative Commons.</li> </ul>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College Documents:</b>	N/A
<b>Related External Information:</b>	<a href="#">Canadian Copyright Act</a>
<b>Stakeholders Consulted:</b>	Senior Management Team: Nov 19, 2013; Jan 21, 2014
<b>Next Review Date:</b>	April 11, 2019
<b>Revision History:</b>	April 11, 2014: New February 24, 2020: New template