

Policy History
Policy No. IM1
Approving Jurisdiction: President
Administrative Responsibility: Provost & Vice President Academic
Effective Date: March 15, 2023

Copyright Compliance Procedure

A. DEFINITIONS

1. **Copyright:** as defined in the Copyright Act, including the sole right to reproduce, or allow others to reproduce, in any form a work or parts of a work, to perform in public, or to publish an unpublished work.
2. **Copyright infringement:** the act of exercising, without the permission of the copyright owner or legal authority, one or more of the exclusive rights granted to the copyright owner by the Copyright Act.
3. **Fair Dealing:** a provision in the Copyright Act that permits use of a copyrighted work without permission from the copyright owner or payment of royalties for allowable purposes, including research, private study, education, criticism, review, parody, satire, or news reporting.
4. **Intellectual Property:** the result of intellectual or artistic creativity that can be protected by legal rights such as patent, copyright and trademark.

B. PROCEDURES

1. University resources, equipment or services shall not be used to support infringement of copyright. All material to be copied by Print Services, sold in the Bookstore, placed on reserve in the Library, or electronically reproduced in the learning management system or other digital repositories must be in compliance with existing copyright law.
2. It is the responsibility of individuals to follow the Colleges and Institutes Canada's fair dealing guidelines which are posted on the University Library's website, and in other appropriate places such as the Library and copy/mail rooms.
3. The University reserves the right to refuse internet, print or copy services for activities that involve copyright infringement.

4. It is the responsibility of individuals to determine if their intended use of copyrighted materials complies with the Copyright Act and the terms of any licenses managed by the Library. When permission to use copyright material is required, the individual must seek and obtain permission from the appropriate copyright owner(s) prior to use of the copyrighted materials.
5. Individuals subject to this policy may consult with the University's Copyright Team copyright@kpu.ca for information on specific uses or for help obtaining permission to use material protected by copyright.
6. Further information can be found in the Library-created Copyright Guide on the Library website at libguides.kpu.ca/copyright.

C. RELATED POLICY

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