



College Standard Title	College Standard Number
Copyright: College-Supported Digital Systems and Platforms for Course Readings	G-6510-CS
Approval Authority (Executive Member)	Responsible Authority (Senior Administrator)
Vice President, Student Affairs	Director, Learning Commons & Academic Success Centre
Approval Date	Date of Next Review
February 3, 2026	February 2031

PURPOSE

This College Standard identifies the digital systems and platforms currently approved by the College for the distribution and sharing of course readings.

It establishes institutional requirements to support copyright compliance, accessibility, privacy, and responsible stewardship of licensed and third-party content, and supports the consistent application of the Procedure for Submitting and Sharing Course Readings.

This Standard does not prescribe instructional methods, pedagogical practices, or assessment activities.

SCOPE

This Standard applies only to digital systems and platforms used to distribute or share course readings with students in support of instructional activities.

It does not govern the use of digital tools or platforms for:

- a) teaching delivery,
- b) assessment or evaluation,
- c) classroom engagement,
- d) instructional design,
- e) research activities, or
- f) general administrative purposes.

COLLEGE STANDARD

1. Standard Statement

- 1.1 Digital systems and platforms approved under this Standard must meet institutional requirements related to the secure, accessible, and compliant distribution of course readings.

- 1.2 Approval under this Standard confirms that a system:
 - a) supports copyright-compliant access to materials,
 - b) aligns with College privacy and accessibility obligations,
 - c) enables appropriate access controls for licensed or restricted content, and
 - d) is supported through established College services and guidance.
- 1.3 Approval under this College Standard is use-specific and applies only to the distribution of course readings.

2. Approved Digital Systems and Platforms

- 2.1 The following digital systems currently meet the College's requirements for supported platforms for the distribution of course readings:
 - a) Moodle
 - b) Library eReserves
- 2.2 This list may be updated from time to time as systems are added, replaced, or retired, in accordance with this Standard.

3. Approval Criteria

- 3.1 Digital systems and platforms approved under this Standard must demonstrate the ability to:
 - a) support copyright compliance, including access controls and licence-based restrictions where applicable;
 - b) support accessibility requirements under the *Accessible British Columbia Act* and institutional accessibility frameworks;
 - c) comply with College privacy obligations and information-handling requirements;
 - d) provide reliable and secure access to course readings for students; and
 - e) be supported through College-designated systems, services, or guidance.

4. Roles and Responsibilities

- 4.1 **College Administration**
 - a) Responsible for approving digital systems and platforms under this Standard and for ensuring alignment with institutional policies, procedures, and legal obligations.
- 4.2 **Learning Commons**
 - a) Provide guidance and support related to the distribution of course readings; support systems and services associated with approved platforms; and contribute to institutional guidance and resource development.
- 4.3 **Centre for Teaching & Learning (CTL)**
 - a) Provide educational support and guidance related to the use of approved systems for course readings, consistent with this Standard and the associated Procedure.
 - b) Roles under this Standard do not include review or approval of instructional content or teaching practice.

5. Relationship to Other Documents

- 5.1 This Standard supports the Procedure for Submitting and Sharing Course Readings and operates under the authority of the College's *Copyright Policy*.

6. Review and Maintenance

- 6.1 This Standard will be reviewed every five years, or earlier if required due to changes in legislation, technology, or institutional needs.
- 6.2 Updates to the list of approved systems may occur as needed in accordance with this Standard and do not require revision of the associated Procedure.

Definitions and Acronyms	
Accessibility	The removal, reduction, or prevention of barriers for people with disabilities, consistent with the <i>Accessible British Columbia Act</i> and applicable institutional accessibility frameworks.
Approval (Use-Specific)	Formal recognition by the College that a digital system or platform meets institutional requirements for the distribution of course readings only, as set out in this Standard.
College-Supported Digital Systems and Platforms	Digital systems and services approved by the College for the distribution or sharing of course readings, as identified in this Standard and updated from time to time.
Copyright-Compliance	Use of copyright-protected material in a manner consistent with the <i>Copyright Act of Canada</i> , applicable license agreements, and College policy.
Course Readings	Materials assigned, shared, or made available to students as part of a course, including required or optional readings, excerpts, articles, book chapters, media, or other instructional content, in digital or print form.
Licensed or Third-Party Content	Licensed or Third-Party Content
Privacy	The protection and appropriate handling of personal information in accordance with the <i>Freedom of Information and Protection of Privacy Act (British Columbia)</i> and College privacy requirements.
Supporting Information	
Related Policies, Forms, Documents, Websites	Accommodations for Students with Disabilities Policy Copyright Oversight and Risk Mitigation Local Practice Copyright for Teaching, Learning, and College Activities Guideline Copyright Policy Submitting and Sharing Course Readings Procedure
Acts and Regulations	Accessible British Columbia Act BC Freedom of Information and Protection of Privacy Act Copyright Act of Canada