



Guideline Title	Guideline Number
Copyright for Teaching, Learning, and College Activities	G-6510-GU
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Vice President, Student Affairs	Director, Learning Commons & Academic Success Centre
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PURPOSE

These Guidelines help faculty and staff apply CNC's *Copyright Policy* in practical, everyday contexts. They provide examples, decision pathways, and supportive explanations so that copyright compliance becomes a routine part of teaching and learning.

They are designed to:

- a) simplify decision making for classroom and online content use,
- b) support accessible, privacy aware, and sustainable practices,
- c) give faculty confidence in their choices,
- d) reinforce CNC's supportive, educational approach to copyright.

These Guidelines work together with the *Copyright Policy*, the *Procedure for Submitting and Sharing Course Readings*, the *Standard for College-Supported Digital Systems and Platforms for Course Readings*, and internal practices for copyright oversight and risk mitigation.

CORE PRINCIPLES

- Faculty responsibility, College support:** Faculty make reasonable efforts to ensure their materials comply with copyright law. The College provides guidance, tools, and consultation.
- Educational, not enforcement based:** CNC's approach focuses on support, not policing. Faculty acting in good faith are supported.
- Digital first and accessible:** Sharing materials digitally supports accessibility requirements under the *Accessible British Columbia Act* and allows students to print only what they need.
- Use College-supported platforms:** Supported systems help protect privacy, ensure accessibility, and manage copyright and license obligations. External tools fall outside these protections.
- Cost efficient choices:** Favour Library licensed, open, or fair dealing compatible materials to keep learning affordable and sustainable.

EVERYDAY SCENARIOS

These examples reflect common teaching situations. When unsure, contact reference@cnc.bc.ca or seek assistance from librarians in the Learning Commons.

1. Texts & Readings

Scenario	Best Practice	Why
One article from a Library licensed journal	Link to it in Moodle or another supported system	Library licenses already cover use; linking avoids license issues
One book chapter or up to about ten percent	Share through eReserves or upload in a supported system with attribution	Fits common fair dealing guidance
Multiple chapters or more than ten percent	Choose something else (OER, Library e book, shorter excerpt)	Exceeds fair dealing and may require permission
Reading found on an open website	Link directly instead of copying or uploading	Linking avoids reproducing copyrighted content

2. Images, Charts, and Figures

Scenario	Best Practice
Found online with unclear licence	Avoid copying; search for open or Library sources
Creative Commons image	Use freely with required attribution
Figure from a paywalled journal	Link, or adapt with proper attribution such as "Adapted from..."

3. Videos & Audio

Scenario	Best Practice
Playing a DVD or Library streaming video for a class	Allowed for education
Streaming from Library platforms (for example: NFB Campus, Curio, Can Core, etc.)	Allowed when license terms permit; link rather than upload
YouTube video from an official rights holder channel	Safe to play or link
Netflix, Spotify, or unofficial YouTube content	Not permitted for teaching

4. Inherited Course Materials

- 4.1 If you inherit a course shell or readings:
 - a) review items before reuse,
 - b) replace unclear content or consult the Library,
 - c) keep compliant items and remove questionable ones.

5. **AI and Emerging Technologies**

- 5.1 AI can support teaching, but use it carefully:
- a) check whether the AI tool allows educational reuse,
 - b) avoid uploading copyrighted or student materials,
 - c) attribute AI assisted content when appropriate,
 - d) treat AI outputs as potentially derivative unless stated otherwise.

6. **Practical Decision Flow**

- 6.1 A simple way to decide whether you can use a resource:
- a) **Step 1 – Did you create it?**
If yes: use freely. If no: continue.
 - b) **Step 2 – Is it open or Library licensed?**
If yes: use with attribution.
 - c) **Step 3 – Does it fit fair dealing (for example, ten percent or one chapter/article)?**
If yes: use with citation in Moodle or eReserves.
 - d) **Step 4 – Would permission cost money or require a new licence?**
If yes: choose an alternative.
 - e) **Step 5 – Share digitally through College supported platforms.**
Students may print as needed.

If it is open, licensed, or fits fair dealing, you are usually covered. If unclear or costly, choose an alternative or ask for help.

7. **Digital First and Student Choice**

- 7.1 CNC supports digital first distribution because it:
- a) improves accessibility through compatibility with assistive technologies,
 - b) reduces printing and environmental impact,
 - c) allows students to print only what they need,
 - d) supports flexible and online learning.

8. **Sampling and Continuous Improvement**

- 8.1 The Learning Commons may occasionally sample a small portion of materials in supported systems to identify trends and improve training.
- 8.2 Sampling is:
- a) limited and educational,
 - b) not enforcement or evaluation,
 - c) anonymized when trends are reported,
 - d) designed to help improve resources and support.
- 8.3 Faculty acting in good faith are supported.
- 8.4 Details of internal oversight processes are managed within the Learning Commons.

9. Support and Resources

9.1 For advice or quick consultations, send an email to reference@cnc.bc.ca or get in touch with a librarian in the Learning Commons.

9.2 Helpful resources:

- a) CNC Copyright and Fair Dealing webpage
- b) Fair Dealing Decision Tool

Definitions and Acronyms	
College-Supported Systems	Digital systems and platforms approved by the College for sharing course readings and related materials, as identified in applicable standards and procedures.
Copyright	The legal rights granted to creators under the <i>Copyright Act of Canada</i> to control the use, reproduction, and distribution of their works.
Creative Commons (CC) Licences	Standardized open licenses that allow creators to specify how their works may be used, shared, or adapted by others.
Fair Dealing	A provision under the <i>Copyright Act of Canada</i> that permits limited use of copyright-protected material for purposes such as education, research, private study, criticism, review, and news reporting, provided the use is fair.
Good-Faith Use	Reasonable and honest efforts to comply with copyright law and College guidance using the information available at the time.
Licensed Content	Copyright-protected materials made available to the College or its users through subscription, purchase, or permission, subject to license terms.
Open Educational Resource (OER)	Teaching and learning materials that are openly licensed and may be freely used, adapted, and shared in accordance with their license terms.
Supporting Information	
Related Policies, Forms, Documents, Websites	College Standard Copyright Policy Copyright Oversight and Risk Mitigation Local Practice Faculty Copyright Self-Checklist Fair Dealing Decision Tool Submitting and Sharing Course Readings Procedure Supported Digital Systems and Platforms for Course Readings College Standard
Acts and Regulations	Copyright Act of Canada Creative Commons licence information