



Procedure Title	Procedure Number	
Copyright: Submitting and Sharing Course Readings	AD-CO-4.16	
Executive Responsible	Administrator Responsible	
Vice President, Student Affairs	Director, Learning Commons & Academic Success Centre	
Approving Body	Approval Date	Date of Next Review
Executive Committee	February 3, 2026	February 2031
Associated Policy and Resources		
Copyright Policy Use of College Supported Digital Systems and Platforms for Course Readings College Standard Copyright for Teaching, Learning, and College Activities Guideline Copyright Oversight and Risk Mitigation Local Practice		

PURPOSE

This procedure outlines how faculty select, share, and reuse course readings in digital or print formats in a way that supports compliance with the *Copyright Act of Canada*, accessibility requirements under the *Accessible British Columbia Act*, and financial and environmental sustainability.

It supports faculty autonomy and academic freedom while promoting efficient and accessible course delivery.

This procedure establishes institutional expectations and guiding practices rather than prescribing fixed technical processes, which may evolve through standards, tools, and guidance over time.

GUIDING PRINCIPLES

1. Faculty Accountability

- 1.1 Faculty make reasonable, good faith efforts to ensure that materials used in their courses comply with copyright law and College policy, consistent with the Collective Agreement.

2. Education and Support

- 2.1 The College provides guidance, tools, and educational support, through units such as the Learning Commons and the Centre for Teaching & Learning (CTL), to support informed decision-making. Faculty may seek assistance through college-

designated support channels.

3. **Sustainability**

- 3.1 The College encourages digital first distribution to reduce printing costs and environmental impact while still allowing students to print materials on demand if they choose.

4. **Accessibility**

- 4.1 Accessibility refers to removing, reducing, and preventing barriers for people with disabilities, as required under the *Accessible British Columbia Act*. This includes supporting the availability of course materials in formats that align with institutional accessibility frameworks, assistive technologies, and accommodation needs.

HOW THIS PROCEDURE IS APPLIED

- 5. The steps and expectations outlined below describe the College's general approach to supporting copyright-compliant, accessible, and sustainable sharing of course readings.

These steps are intended to guide reasonable and good-faith decision-making by faculty and to support consistent institutional practice. Not every step will apply in all circumstances, and specific tools, systems, or support mechanisms may evolve over time through College standards, guidance, or training.

Where potential copyright risks are identified, the College retains the authority to take proportionate action to reduce institutional risk, consistent with this procedure and the Collective Agreement.

PROCEDURE

6. **STEP ONE: Review and Select Materials**

- 6.1 Select course readings in a manner that complies with copyright law through fair dealing, open licenses, or library subscriptions. Faculty may refer to College-provided copyright guidance tools, such as the Fair Dealing Decision Tool, or seek guidance if unsure.
- 6.2 Review inherited course materials and seek clarification where license or permission details are unclear.
- 6.3 Where possible, faculty are encouraged to provide digital access to readings to support flexible access, sustainability, and accessibility. Digital formats often better support assistive technologies; however, print materials may be used where appropriate for pedagogical reasons or to meet accommodation needs.

7. **STEP TWO: Use College-supported Digital Systems and Platforms for Course Readings**

- 7.1 Course readings should be shared through college-supported systems and platforms identified in applicable College standards.
- 7.2 Using College-supported systems supports privacy, copyright, and accessibility compliance. Faculty are encouraged to share materials in a timely manner when assistance may be required.

8. **STEP THREE: Use Copyright Tools**

- 8.1 Faculty may use College-provided copyright guidance tools to support informed decision-making, such as the *Faculty Copyright Self-Checklist* or *Fair Dealing Decision Tool*.
- 8.2 Faculty may keep simple personal notes for their own reference, if helpful.
- 8.3 Faculty are encouraged to seek guidance through College-designated support channels when needed.

9. **STEP FOUR: If You Need Help**

- 9.1 The College provides support related to copyright, licensing, and open educational alternatives through College-designated support channels, including units such as the Learning Commons and the Centre for Teaching and Learning (CTL).
- 9.2 Faculty are encouraged to seek guidance early, particularly when reusing materials across multiple terms.

10. **STEP FIVE: When Concerns Arise**

- 10.1 The College maintains internal practices to support oversight and risk mitigation related to copyright concerns.
- 10.2 Where a potential copyright concern is identified, the College may take proportionate steps to reduce institutional risk while supporting good-faith decision-making.
- 10.3 Such steps may include temporarily disabling access to materials while the issue is reviewed, when necessary. This action is used only when required and is not routine.
- 10.4 The College will consult with the faculty member to clarify the concern and identify collaborative solutions. Follow-up actions focus on education and problem-solving. Serious or repeated issues may be addressed through existing College processes, consistent with the Collective Agreement.

INSTITUTIONAL SAMPLING AND SUPPORT

- 11. The College may use sampling activities to identify general trends and institutional copyright risks in support of education, guidance, and resource development. Sampling results are aggregated and de-identified and are not used to evaluate individual faculty.
- 12. Sampling supports institutional learning and improvement and is not used for monitoring or enforcement.
- 13. The College provides guidance and support through designated units and services; however, institutional support does not involve reviewing or approving all course materials and cannot guarantee copyright compliance for individual courses.
- 14. Faculty remain responsible for making reasonable, good-faith efforts to ensure their course materials comply with copyright law and the Collective Agreement.

DIGITAL FIRST DISTRIBUTION

15. The College encourages a digital-first approach to the distribution of course readings and materials where appropriate. Faculty may provide print materials when required for accessibility or pedagogical reasons.
16. Students who prefer physical copies may print materials through campus or personal means.
17. A digital-first approach supports environmental sustainability, reduces printing costs, and can increase access to alternate formats.

ROLES AND RESPONSIBILITIES

18. Faculty

- 18.1 Make reasonable, good-faith efforts to select and share course materials in compliance with copyright law and this Procedure; use College-supported systems for course readings where applicable; review inherited materials and seek clarification when license or permission details are unclear; seek guidance when needed.

19. Librarians

- 19.1 Provide copyright guidance and educational support; support systems and services related to electronic course readings; respond to inquiries through College-designated support channels; support institutional sampling activities for educational and guidance purposes.

20. Deans & Associate Deans

- 20.1 Support awareness of third-party licensed materials within their schools and support contract and license compliance, consistent with delegated authority. This does not include reviewing individual faculty course materials.

21. Director, Learning Commons

- 21.1 Oversee implementation of this Procedure; support the development and updating of tools, guidance, and training; and coordinate institutional support and updates as required.

REVIEW CYCLE

22. This Procedure, as a standalone procedure under the Copyright Policy, will be reviewed every five years and may be reviewed earlier if required due to changes in legislation, technology, or institutional needs.

Definitions and Acronyms	
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 applicable College standards and updated from time to time.
Copyright Guidance Tools	Tools, checklists, or decision aids provided by the College to support informed decision-making under copyright law, including fair dealing assessments.
Course Readings	Materials assigned, shared, or made available to students as part of a course, including required or optional readings, excerpts, media, or other instructional content, in digital or print form.
Fair Dealing	A user right 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, or news reporting, subject to legal requirements.
Good-Faith Efforts	Actions taken honestly and reasonably, using the information and guidance available at the time, without intent to circumvent copyright law, College policy, or this Procedure.
Sampling	The periodic, aggregate review of course-reading distribution practices for the purpose of identifying general trends or institutional copyright risks. Sampling is not used to evaluate individual faculty.
Supporting Information	
Related Policies, Forms, Documents, Websites	Accommodations for Students with Disabilities Policy Collective Agreement(s)
Related Tools and Guidance	Faculty Copyright Self-Checklist Fair Dealing Decision Tool Learning Commons copyright guidance resources
Legislation and Regulatory Framework	Accessible British Columbia Act BC Freedom of Information and Protection of Privacy Act BC Human Rights Code Copyright Act of Canada