

BEFORE YOU COPY

YOU CAN ALWAYS COPY

- anything with the permission of the copyright owner, including works which already come with permission to copy (blackline masters, other reproducibles)
- all or part of a work for private study, research, criticism, review or news reporting, if what you do is “fair dealing”
- insubstantial parts of a work
- works published during the author’s lifetime, if the author died more than 50 years ago (but not recent translations or annotations of such a work)
- if an exception in the *Copyright Act* applies

UNDER A TARIFF CERTIFIED BY THE COPYRIGHT BOARD OF CANADA

You **MAY** make hard copies, for school purposes, of

- excerpts of up to 10% of books, journals, magazines and newspapers.
- The 10% limit may be exceeded if required to copy:
 - an entire chapter that comprises 20% or less of a book
 - an entire article or page from a newspaper, magazine or journal
 - an entire short story, play, essay or poem
 - an entire entry from a reference work
 - an entire reproduction of an artistic work from a publication

You **MUST**

- ensure that the author’s name and the source appear on at least one page of your copies. If necessary, write them down on one of the pages
- respect the moral rights of authors
- limit the number of copies to one per student, two for the teacher and a reasonable amount for administrative purposes, to contact parents and the community and to allow on-site consultation or loan at a library

The tariff does **NOT** authorize you to

- intentionally “split” copying runs to exceed the limits mentioned above
- copy published work cards and material designed for one-time use (e.g., workbooks, some assignment sheets, commercially produced tests and examination papers, activity books)
- copy instruction manuals or teachers’ guides
- make coursepacks (a set of copies totalling fewer than 20 pages or coming from fewer than four sources is not a coursepack)
- copy publications containing a notice prohibiting reproduction under a licence with a collective society
- copy sheet music



* Access Copyright Elementary and Secondary School Tariff, 2005-2009

On March 31, 2009, Access Copyright filed a tariff with the Copyright Board of Canada which proposes additional uses by elementary and secondary schools. These proposed additional uses include:

- Copying portions of a workbook
- Copying up to 100% of reproducibles
- Copying portions of sheet music
- Making and using digital copies up to specified limits

Once the tariff is certified and paid for, these additional uses may be authorized within the limitations set out in the tariff at www.cb-cda.gc.ca/. Until the Access Copyright Elementary and Secondary School Tariff, 2010-2012 is certified, you should seek direction from your Board or Ministry of Education.

