

## Requesting and Granting Copyright Permissions Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	A - General
Parent Policy:	A29
Approval Date:	July 9, 2021
Effective Date:	July 9, 2021
Procedure Owner:	Vice President Academic & Student Experience

Overview:	The following procedures outline how faculty and staff will request permission to use copyright materials from the copyright owner, and the process for handling requests from outside the college for use of materials for which the college owns the copyright.
Procedures:	<p><b>Obtaining permission to use copyrighted materials</b></p> <ol style="list-style-type: none"> <li>1. Is permission needed? (Does it fall under fair dealing or public domain? Does the college have a license to use it already?)</li> <li>2. Identify the rights needed. (What is being requested, for what purpose, for how long, and for how many people?)</li> <li>3. Contact the copyright owner, using the <a href="#">Copyright request letter</a>, and determine if a fee applies for the use. You can search for copyright holders by the ISBN of the item on the <a href="#">Access Copyright website</a>.</li> <li>4. Get the permission agreement in writing (permission form is at the bottom of the initial request letter); then file agreement in the Institutional Academic Document Repository, under Copyright Permission Received with the name of the copyright holder as the title.</li> </ol> <p><b>Granting permission to use college copyright owned material</b></p> <ol style="list-style-type: none"> <li>1. Establish that the college holds the copyright for the requested materials</li> <li>2. Forward all copyright permission requests to your dean/director/manager</li> <li>3. Deans will determine whether to grant or deny permission based on content, quantity, and possible negative impact to the college, either financially or the college's reputation. (eg, course packs and modules represent a substantial financial investment; requests from other institutions to use entire courses could possibly affect enrollment, or if materials requested are out of date or inaccurate)</li> </ol>

	<p>4. Deans will grant (or deny) permission in writing, using the <a href="#">Copyright granted letter</a> (or the <a href="#">Copyright denied letter</a>), specifying what the material is, how it is to be used, for how long, for how many, or giving reason why the request was denied..</p> <p>5. Completed letters are signed, sent, and a copy is filed in the Institutional Academic Document Repository, under Copyright Permission Granted/Denied, using the name and institution of the requester as the title.</p>
<p><b>Definitions:</b></p>	<p>a) <b>Copyright Act/Copyright Laws:</b> A Federal Act governing matters related to copyright, including regulations there under, including case law which interprets the Copyright Act</p> <p>b) <b>Copyrighted Material/Work:</b> Any original literary, dramatic, musical or artistic work created with skill and judgment and fixed in tangible form.</p> <p>c) <b>Fair dealing:</b> User rights, under copyright law, by which materials may be used without requiring permission or payment.</p> <p>d) <b>Licences:</b> Agreements between copyright owners or their licensing agents and end-users to allow for the use of their copyrighted works by granting prior permission that may be subject to certain terms.</p> <p>e) <b>Licensing Agent:</b> An individual or organization authorized by the copyright owner to act on their behalf.</p> <p>f) <b>Members:</b> Olds College faculty, staff, students, researchers.</p> <p>g) <b>Permission:</b> Allows the user to make use of copyright material, beyond what is allowed under fair dealing, obtained from the copyright holder</p> <p>h) <b>Public Domain</b> is material that is no longer covered by copyright due to the amount of time that has elapsed since the copyright holder has died (50 years).</p> <p>i) <b>Use/User:</b> Includes but is not limited to reproduction, transmission, public performance, display and translation; any individual and/or party that makes use of copyrighted material owned by another.</p>
<p><b>Related Information:</b></p>	<p>A29 Use of Copyright Material</p>
<p><b>Review Period:</b></p>	<p>5 years</p>
<p><b>Revision History:</b></p>	<p>June 2021: New</p>