

Copyright Guide for Faculty at Mohawk College

Use the Library! You are encouraged to use licensed library resources in eLearn and to use the Mohawk College Library Reserve Service for print materials rather than making copies for your class!

Copyright is never simple! If you have any questions, do not hesitate to [contact a librarian!](#)

This guide is intended to help you know where to look for resources and to provide some recommendations as to how to use them “legally” especially in regard to adding resources to your eLearn courses. It also provides some information about printing, photocopying and classroom video use.

Part One: Acceptable Use in a Nutshell *(the least you need to know)*



What's acceptable? In general, it is usually acceptable to search, view, and display the materials found on TheBRAIN for fair dealing or non-commercial purposes such as private study, research, review, and criticism. It is normally acceptable to save, print or make a reasonable number of copies of modest amounts or parts of resources (e.g. individual journal articles for one class). For online resources found on the Web, you do need to check for copyright, details follow.

Please note that this document contains recommendations only and should not be construed as legal advice.

Part Two: More about Acceptable Use (a little more in depth)



Linking to content found on the BRAIN is OK when... you are sharing it with other Mohawk users for purposes such as private study, research, review, and criticism. Linking to specific content in eLearn is also acceptable use. *NB: Most of our licensed library content does not allow you to reproduce articles in PDF or any other format and post them in eLearn – you should always link to them.*

Linking to material found on the BRAIN is NOT OK when... you widely distribute it or share such material with those outside of the Mohawk College community.

Linking to content found on the Web is OK when... there are implied or stated Terms of Use that allow you to use the material or you have permission from the rights holder.

Embedding or reproducing content found on the web is OK when... there are implied or stated Terms of Use that allow you to use the material in this way or you have permission from the rights holder. When in doubt, link instead of embedding/reproducing.



If you wish to do more than link to content or if you are unsure as to whether or not you can use something you have found on the web, use this checklist as a guide:

- ✓ Are there posted Terms of Use on the site or is any kind of use policy stated or implied? Does your intended use coincide with the stated or implied policy?
- ✓ Linking to material is more acceptable than reproducing or embedding the material or making print copies available.
- ✓ Using a small amount of a work is more acceptable than using an entire or significant portion of a work.
- ✓ Will using the material be a detriment to the original work – e.g. are you helping your students avoid purchasing a required textbook?
- ✓ Who posted the material? A non-profit or educational institute? Try to determine if the rights holder posted the material. Ask yourself: Why did they post it? For commercial or non-commercial use? i.e. if looks like the intention is to share and educate rather than to sell or promote something, it is probably ok to use it.
- ✓ Remember the uses that are considered to be fair dealing: private study, research, review, and criticism. Sharing one journal article with your students is fair dealing but sharing a chapter from a text book in order to help students avoid purchasing it is not.

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Part Three: Acceptable Use: Details, Details, Details (*find your format and find out what you can do*)

Online or eBooks		
<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
Electronic books in Library @ Mohawk	<ul style="list-style-type: none"> • Find books you need in library's e-books collections • Some recommended collections from the library: <ul style="list-style-type: none"> ○ netLibrary (all subjects) ○ Ebrary ○ STAT!Ref and OVID (health sciences) 	<ul style="list-style-type: none"> • Link to e-book in eLearn (link only – cannot download e-book file) • Must be on password-protected site (eLearn)
Online books in the public domain (no longer under copyright)	<ul style="list-style-type: none"> • Some public domain sources: <ul style="list-style-type: none"> ○ Project Gutenberg Canada (books) and Project Gutenberg.org ○ GoogleBooks (some books are in public domain – others are not and are available only in snippets) 	<ul style="list-style-type: none"> • Link to it in eLearn

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Online Articles from Journals and Magazines

	<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
	Library – online databases	<ul style="list-style-type: none"> • Search for articles of choice in library collections or contact us for assistance. 	<ul style="list-style-type: none"> • Link to it in eLearn – must use PERSISTENT LINK – cannot put the actual file (PDF, etc.) on a server. Not sure what this means? We're here to help – get in touch! • Cannot print and use in Courseware packs. • Must be on password-protected site (eLearn)
	Article found freely available on the web (for e.g. in an online magazine)	<ul style="list-style-type: none"> • Look for permission on the website/ask creator/publisher for permission to use. • Is it open access (freely available?) Some open access sources: <ul style="list-style-type: none"> ○ Public Library of Science (PLOS) ○ Directory of Open Access Journals (DOAJ) 	<ul style="list-style-type: none"> • Depends on permissions granted by rights holder.

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Films – in order to show to a group or class, dvds must come with “public performance rights”

<i>Where to find it...</i>	<i>How to access...</i>	<i>What’s “legal”...</i>
Library – VHS or DVD video	<ul style="list-style-type: none"> Go to library catalogue to find video of your choice No need to get permission – permission already granted. The Library @ Mohawk buys all its dvds with PPR ...at an additional cost. 	<ul style="list-style-type: none"> Play it in class Check with us – we may be able to digitize it so you can link to it.
Blockbuster or other video store or public library or your personal copy	<ul style="list-style-type: none"> Public Performance Rights sometimes available through public library – but not available from video store – cannot play in class or rip a copy from video store. 	<ul style="list-style-type: none"> Watching at home Put your personal copy on Reserve for students to watch on their own.
Library – online videos	<ul style="list-style-type: none"> Go to library catalogue to find video of your choice Library has paid for a licence to the online version. 	<ul style="list-style-type: none"> Play it in class Link to it in eLearn Must be on password-protected site (eLearn)!
YouTube www.youtube.com	<ul style="list-style-type: none"> Need to find out: Is it legally available on YouTube? Who owns it? 	<ul style="list-style-type: none"> Depends on permissions granted by rights holder
National Film Board of Canada www.nfb.ca http://www.nfb.ca/education/en/	<ul style="list-style-type: none"> Some free content. Subscribe (\$19.95/year/teacher) 	Depending on license: <ul style="list-style-type: none"> Play it in class Link to it in eLearn

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Films, cont'd.		
Internet Archive: Moving Image Archive http://archive.org/details/movies	<ul style="list-style-type: none"> • Creative Commons-licensed movies. 	Depending on license: <ul style="list-style-type: none"> • Play it in class • Link to it in eLearn
Content licensed by Creative Commons (e.g. TED Talks http://www.tedtalks.com)	<ul style="list-style-type: none"> • Creative Commons licensed sites 	<ul style="list-style-type: none"> • Depends on permissions granted by rights holder.

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Music/Sound

	<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
	Content licensed under Creative Commons	Some sources: <ul style="list-style-type: none"> • Freesound (mostly sound effects) • Jamendo (CC licensed songs) • More (on the CC site) 	<ul style="list-style-type: none"> • Use in learning materials

Websites

	<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
	Content covered by Creative Commons License	Some examples: <ul style="list-style-type: none"> • Creative Commons Search • Creative Commons Content Directories • Wikimedia Commons • MITOpenCourseware • Connexions • MERLOT • WISC-Online • Maricopa Learning Exchange • OpenCourseWare Search 	Depending on license: <ul style="list-style-type: none"> • Play it in class • Link to it in eLearn

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Images

	<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
	Library database - EBSCOhost SMART Imagebase http://ebSCO.smartimagebase.com/ (for health sciences-related images)	<ul style="list-style-type: none"> Licensed for educational use 	<ul style="list-style-type: none"> Can be used in "research, classroom assignments, test preparation, lectures, web-based courseware, lesson plans, and testing."
	Flickr Creative Commons Images http://www.flickr.com/creativecommons/	<ul style="list-style-type: none"> Check the CC for each image you would like 	Depending on license: <ul style="list-style-type: none"> Link to it in eLearn
	Stock xchng http://www.sxc.hu/	<ul style="list-style-type: none"> Check the license for the image you would like – many times all that is required is notification sent to creator that you are using it 	Depending on license: <ul style="list-style-type: none"> Link to it in eLearn
	Open Photo http://openphoto.net/	<ul style="list-style-type: none"> CC licensed photos. 	Depending on license: <ul style="list-style-type: none"> Link to it in eLearn
	Google Images – Advanced Search http://images.google.com/ Yahoo! Images – Advanced Search – http://images.yahoo.com	<ul style="list-style-type: none"> Click Advanced Search and choose the usage rights from the "Usage Rights" dropdown. 	Depending on license: <ul style="list-style-type: none"> Link to it in eLearn

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Print Resources

Under the College License with Access Copyright, you may copy:

- Up to 10% of a published work.
- An entire essay, poem, play, article or short story.
- An entire newspaper article or page.
- One chapter provided it is 20% or less of an entire book.
- An entire reproduction of an artistic work from a book or entry from a reference work.
- Some publishers do not participate in the AC agreement see the [Exclusions List](#).
- Into a digital format for personal use ONLY.

<i>Where to find it...</i>	<i>How to access...</i>	<i>What's "legal"...</i>
Print books (in library collections, your personal collections or elsewhere)	<ul style="list-style-type: none"> • Library collections can be searched through the Library catalogue • Can't find what you need? Use our interlibrary loan service 	<ul style="list-style-type: none"> • Put it on reserve in library • Put in eLearn (if permission granted) • Photocopy and hand out in class (based on provisions in our Access Copyright licence) • Some publishers do not participate in the AC agreement – here's a list of them. (Log in with your MoCoMotion username and password to access list.) • In order to scan it so that it is electronic – need permission from publisher
Print articles (in library collections, your personal collections or elsewhere)		<ul style="list-style-type: none"> • Put it on reserve • Photocopy and hand out in class. (Restrictions: Up to 10% of a published work or entire newspaper or journal article - whichever is greater.)

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