# Using copyright protected materials for teaching purposes at SFU

<table>
<thead>
<tr>
<th>Textual Materials</th>
<th>Audio and Video</th>
<th>Images</th>
<th>Internet Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can copy up to 10% of the work OR:</td>
<td>You can copy up to 10% of the work OR 1 track from an album, as long as you are not breaking a technological protection measure (TPM*).</td>
<td>You can copy 1 image from a compilation (e.g. coffee table book, atlas) OR up to 10% of a stand-alone image (e.g. painting, poster, wall map). You cannot copy an entire stand-alone image.</td>
<td>You can copy a short excerpt up to the fair dealing limits according to the type of media.</td>
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<tr>
<td>• 1 chapter from a book</td>
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<tr>
<td>Note: you may not copy an entire poem or short story from a collection</td>
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<tr>
<td>• 1 article from a journal issue</td>
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<tr>
<td>• 1 article or page from a newspaper issue</td>
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<tr>
<td>• 1 entry from a reference work (e.g. encyclopedia, dictionary)</td>
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</table>

**Using a short excerpt?**  
Follow these fair dealing guidelines.

**Want to use more?**  
Use one of these exceptions from the Copyright Act.

**Using copyright protected materials for teaching purposes at SFU**

SFU employees are responsible for abiding by Canada’s Copyright Act and the University’s copyright policies.

Under fair dealing you may copy or distribute a short excerpt of a copyright protected work for the purposes of research, private study, education, parody, satire, criticism, review or news reporting as a:

- class handout
- email message
- posting in Canvas
- part of a course pack sold through the SFU Bookstore.

Copying multiple short excerpts from the same copyright protected work, with the intention of reproducing amounts beyond the fair dealing limits, is prohibited.

Licences for online resources govern how they can be used. See Article Databases and A-Z Journals on the SFU Library website.

These guidelines apply to teaching at SFU only. All works copied must be legally obtained. Works must be properly cited.

*Examples of technological protection measures (TPM) include passwords and regional encoding.

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**If you don't see your use on this chart contact the SFU Copyright Office for assistance.**

copy@sfu.ca | copyright.sfu.ca