

# COPYRIGHT AND TEACHING

## TEXTUAL MATERIALS

### USING A SHORT EXCERPT?

Follow these fair dealing guidelines.

- You can copy up to 10% of the work OR:
- 1 chapter from a book  
Note: you may not copy an entire poem or short story from a collection
  - 1 article from a journal issue
  - 1 article or page from a newspaper issue
  - 1 entry from a reference work (e.g. encyclopedia, dictionary).

## AUDIO AND VIDEO

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\*).

## IMAGES

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.

## INTERNET MATERIALS

You can copy a short excerpt up to the fair dealing limits according to the type of media.

### WANT TO USE MORE?

Use one of these exceptions from the Copyright Act.

You can reproduce the entire work for display in the classroom or for use in exams if a copy in the required format is not readily commercially available.

You can play the entire work (e.g. DVD, CD) in the classroom.

You can reproduce the entire image for display in the classroom or for use in exams if a copy in the required format is not readily commercially available.

You can reproduce an entire work from the Internet as long as you are not breaking a TPM\* and there is no "clearly visible notice" prohibiting copying.

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.*

05/2019

IF YOU DON'T SEE YOUR USE ON THIS CHART CONTACT THE SFU COPYRIGHT OFFICE FOR ASSISTANCE.

[copy@sfu.ca](mailto:copy@sfu.ca) | [copyright.sfu.ca](http://copyright.sfu.ca)

SFU LIBRARY  
COPYRIGHT OFFICE