**COPYRIGHT AND TEACHING**

### USING A SHORT EXCERPT?
Follow these fair dealing guidelines.

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<tr>
<th>TEXTUAL MATERIALS</th>
<th>AUDIO AND VIDEO</th>
<th>IMAGES</th>
<th>INTERNET MATERIALS</th>
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</thead>
</table>
| 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).  | 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*).  | 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.  | 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.

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<td>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.</td>
<td>You can play the entire work [e.g. DVD, CD] in the classroom.</td>
<td>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.</td>
<td>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.</td>
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*Examples of technological protection measures (TPM) include passwords and regional encoding.

05/2019