



SUBJECT: Use of Copyrighted Materials	CATEGORY: Academic – Programming	NO. A-1.24
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PREAMBLE

SIAS acknowledges that copyright exists upon the creation of any original expression of ideas, regardless of format - print, digital, graphical, audio or video - in which such expression occurs and respects Canadian and International laws and agreements regarding the use of copyrighted works. The purpose of this policy is to ensure compliance with the Canadian Copyright Act and to reduce risk to SIAS that could result from copyright infringement.

This policy is limited to the use of copyrighted materials by members of the SIAS community.¹ Excluded from the scope of this policy are matters relating to SIAS's ownership of copyright, patents and trademarks. SIAS also recognizes that fair dealing, which allows individuals and institutions limited copying of works for private study, research, criticism, review, or news reporting, may provide for educational uses of copyrighted material.

POLICY

Copyrighted materials, regardless of format, reproduced and used by the SIAS community must comply with the Canadian Copyright Act and the terms and conditions of any licensing agreements that may exist. SIAS will facilitate legitimate academic use of copyrighted materials and will regularly inform SIAS employees and students of copyright law through SIAS policy and program operating procedures. All SIAS employees are required to comply with Canadian copyright law.

PROCEDURES AND DEFINITIONS

Detailed information on the following is located in the Program Operating Procedures (POP) Manual:

- Definitions related to copyright
- Allowable copying
- Required permissions

¹ Also see SIAS collective agreement article 26 and SIAS Intellectual Property policy A-1.8 for related information.

Approved by: President & CEO	Prepared by: Associate Vice President, Educational Services	Date Issued: August 31, 2010	Supersedes/New Supersedes	Page 1 of 1 #A-1.24
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