



**UPDATE ON COPYRIGHT PROCEDURES for UNIVERSITY OF CALGARY
July 1, 2013**

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<p>Print course packs should be submitted to the Bookstore or Bound and Copied with the completed photocopy log immediately for fall term. Copyright permissions will be requested as needed – permissions that may have been pre-cleared in the previous license situation. It should be noted that the process of clearing permissions and having the material printed may take longer than in the past and that last-minute requests for course packs will be much more difficult to process in a timely manner.</p>	<p>Digital works to be posted to Course Management Sites should follow the regular process for using non-print materials on a learning management system. To minimize any university liability for copyright infringement it is very important that instructors post only the following:</p> <ul style="list-style-type: none"> • Persistent links to the material required • PDFs of licensed electronic material from LCR but only if the license allows (a database for you to check license status is available)– see note above • public domain material which includes those items for which copyright has expired or which are designated as Open Access material or that is copyright to the instructor of the course
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<ul style="list-style-type: none"> • Check the database of license information http://licenses.library.ucalgary.ca • If you cannot find license information, instructors may send a request via a web form http://library.ucalgary.ca/license-permissions and we will check the status of individual publications in our copyright license database. • If the material is not licensed by the UofC and is not Open Access or Creative Commons licensed material, LCR Copyright staff will request permissions for you; however, you should be aware that responses from copyright holders may take several weeks. • Instructions for making persistent links can be found at: http://library.ucalgary.ca/services/information-faculty/creating-persistent-urls 	<ul style="list-style-type: none"> • In the eventuality that permissions are not granted, faculty members must be prepared to supply alternative course materials. It is strongly suggested that faculty members consider the following options: <ul style="list-style-type: none"> ✓ adopt a textbook ✓ use electronic resources that are accessible through the existing licenses managed by LCR ✓ use course packs from the Bookstore or Bound and Copied, submitting them very early for clearance, so that problematic material can be identified and new material substituted ✓ use print reserve for supplementary readings
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