Copyright Flowchart
FOR COURSE MATERIALS

• This flowchart applies only to material posted on a PASSWORD-PROTECTED site
• Materials must only be used by students registered in a particular course
• Access to materials must be for a specific term
• Materials are cleared for EDUCATIONAL USE ONLY
• LINKING to a website is preferable to downloading/re-posting
• **Acknowledging the source with proper citation is always required.**
• Always include a clearly visible notice on the materials that states:

“This copy was made pursuant to the [Fair Dealing Guidelines](#) of the University, library database licenses, and other university license and policies. The copy may only be used for the purpose of research, private study, criticism, review, news reporting, education, satire or parody. If the copy is used for the purpose of review, criticism or news reporting, the source and the name of the author must be mentioned. The use of this copy for any other purpose may require the permission of the copyright owner.”

Take me to the flowchart
Material is from (definitions next page)

Public Domain
- You may use the material

A Library Database
- You may provide a link to the material

A Journal Article or Book Chapter
- Are you using only one chapter, an article, a poem, an image, or 10% from a source?
  - YES
  - NO

Out of Print Work
- Contact the Copyright Office

The Internet
- Can you link to it?
  - NO
  - YES
- Is the site free of visible notices (terms of use) prohibiting copying?
  - NO
  - YES

Fair Dealing
- You may use the material.

© 2013 Adapted with permission from http://www.tru.ca/ipo/clearing/copyflow.html

This work is licensed under a Creative Commons Attribution 4.0 International License.
Material is from

Public Domain?

**Public domain**
An author's work is protected for a term that is generally measured by the life of the author plus fifty years. If the author has been dead for more than 50 years, the work moves into the public domain.

A Library Database?

**Database Licenses**
The University of Victoria licenses many electronic resources for its staff, faculty, and current students including indexes, databases, e-journals, and e-books. Linking to these resources is preferable.

A Journal Article or Book Chapter?

**Articles/Chapters**
Copies must adhere to the copying guidelines. You must include a citation, and a fair dealing statement.

Unpublished?

**Unpublished course notes, presentations, conference proceedings, etc.**
If you are the sole author, and the work has not been published elsewhere under a limiting agreement, you are the copyright-holder and may use it as you please. If you are not the author, please be aware that unpublished works are still copyrighted, and permission must be obtained.

The Internet?

**Blog, website, newspaper**
In general, materials on the internet can be used freely for educational or training purposes. You should check the website's 'Terms of Use', or 'Legal Notices' section to confirm. Images used should always be properly cited. Reports and Papers may be considered differently- look for © statements directly on the item.

Out of Print Work?

**Out of print**
Material that is no longer being published, but is still covered by copyright. You must be sure that an item is truly out of print, by checking with the publisher. “Temporarily unavailable” or “sold out” is not the same as out of print.

Questions?
Contact the [Copyright Office](#)