



**University
of Victoria**
Libraries

Inba Kehoe
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MEMO

Date: July 9, 2012

To: Deans, Chairs and Directors

From: Inba Kehoe, Copyright Officer

Re: Access Copyright Model License and Implications for Teaching

As you may be aware, the University of Victoria signed the new model license (January 2011-December 2015) with Access Copyright to facilitate the ability of faculty and staff to reproduce copyrighted works. The decision was taken after much deliberation by university administration and feedback from discussions held with faculty/departments in Fall 2011. We believe that the university community is not, at this time, ready to operate outside of the guidelines set by our pre-existing Access Copyright license. The university believes that it is choosing an option that serves the best interests of the academic community, and within compliance of the current law. As with the previous license/tariff, the university will absorb a major portion of the costs, while students will continue to be assessed the \$0.10 cents per page charge for print coursepacks.

Upcoming Changes

Campus Copyright Advisory Group

The university will set up a campus Copyright Advisory Group, chaired by Jonathan Bengtson, university librarian, to assist in refining its policies, practices and services to ensure that members of the university enjoy full access to the teaching, learning and research resources they need, in full compliance with the current Copyright legislation. We will work towards positioning the university to opt out of the license at the end of December 2015 and this will have implications for how we manage the use of copyrighted materials in library reserves, coursepacks, course management systems (e.g. Moodle, SharePoint, etc.), and a strategy towards encouraging a wider distribution of research by UVic faculty and researchers.

Central Copyright Office

We will set up a central Copyright Office, (that includes the Copyright Officer, a Rights Management Coordinator and a part-time Copyright Assistant) to handle all permissions requests from faculty to use of copyrighted works for teaching purposes.

New Online Library Reserves System

In parallel to the above initiative, we are in the early stages of implementing a new online library reserves system that manages copyright permissions and reserve request, as well as, tracks the use of physical and electronic reserves materials. Faculty will be able to place materials on reserve, including (print and online) copyrighted works, course notes, assignments, exams and other documents for their courses and the material will be only accessible to students registered in that course – a one-stop location for all course materials. Contact the [Copyright Office](#) for more information on this initiative or if you would like to pilot the system for your fall courses. The next copyright update will include more details on the library reserves.

Coursepacks

The university's Bookstore will continue to produce and sell print coursepacks submitted by faculty. We will obtain copyright permissions to reproduce and sell the material. We will continue to charge \$0.10 per page charge for print coursepacks. The Bookstore is currently accepting submissions for Fall 2012. Please contact the [Coursepack Coordinator](#) for more information.

Move Towards Open Access Publishing

The library, in collaboration with faculty and campus partners, will organize workshops and information sessions to discuss the wider distribution of research created by UVic faculty and researchers.

Procedures and Guidelines

The university copyright procedures are under review and revisions reflecting the changes resulting from the new model license (copying, reserve, coursepacks, etc.) and the new Copyright legislation (fair dealing, use of media, etc.) will be available soon. In the meantime, here are some general guidelines:

- Assign a textbook for your course
- Create a custom textbook in collaboration with a publisher for your course
- Provide access to licensed library resources that are accessible through existing licenses managed by the library
- Use material in the public domain
- Use material with the appropriate Creative Commons license
- Use material in which you hold copyright
- Use material where permission has been granted by the copyright holder (for Moodle, coursepacks, etc.)
- Use material that is available online as Open Access
- Provide students with a list of references which they can find in the library

Important links:

1. New Access Copyright License: <http://www.uvic.ca/copyright/policies/access/index.php>
2. New copying guidelines: <http://www.uvic.ca/copyright/policies/guidelines/copying/index.php>
3. Database license permissions – shows whether pdfs may be downloaded from a specific library licensed resource and posted in Moodle:
http://www.uvic.ca/copyright/policies/database_permissions/index.php
4. Instructions on how to post links; 1. Moodle:
<http://www.uvic.ca/copyright/resources/faculty/moodle/index.php>
5. Blink: <http://www.uvic.ca/copyright/resources/faculty/blink/index.php>

Refer to the [copyright website](#) or contact the Copyright Office via [email](#) for assistance. We thank you for your patience.

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