

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:

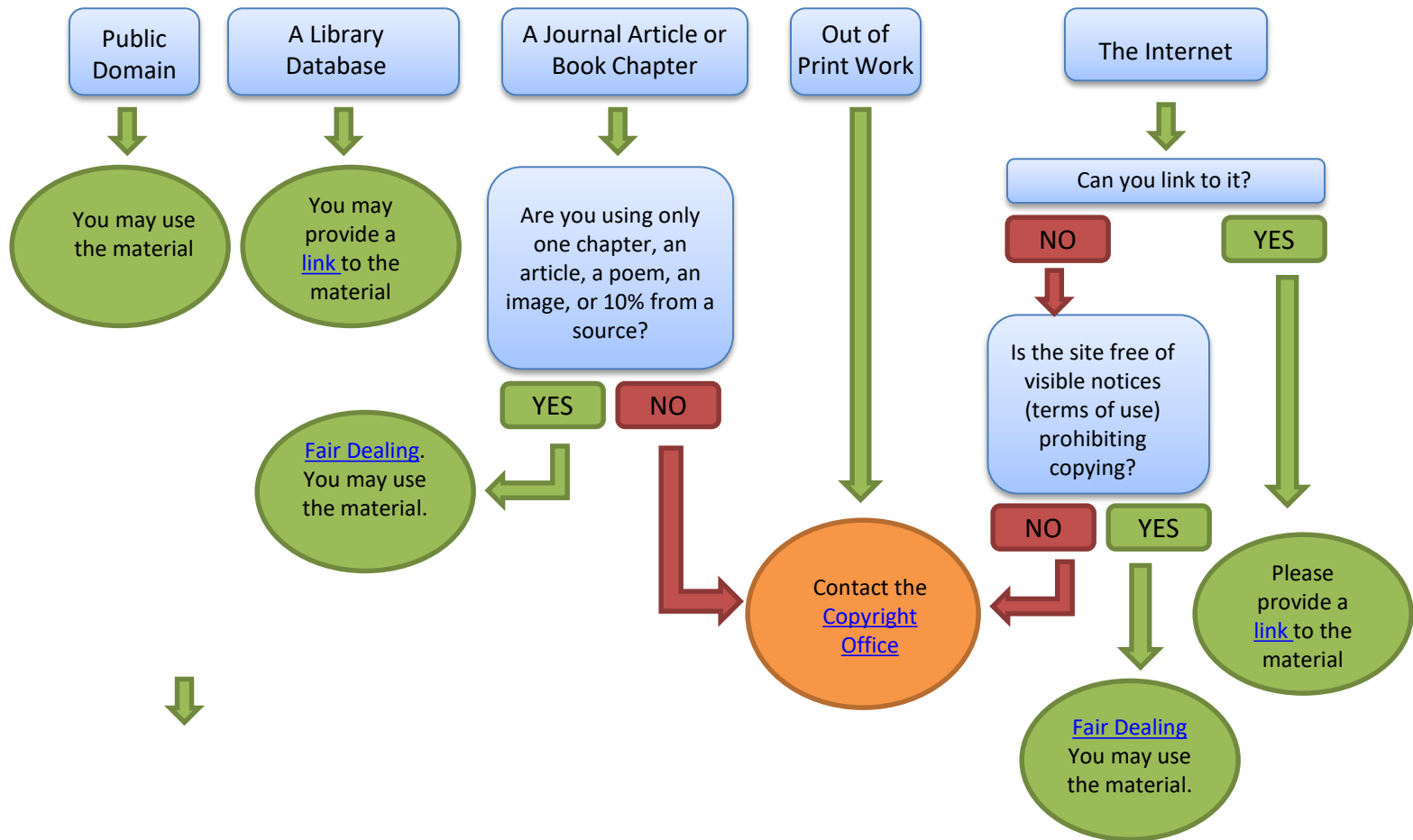
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Material is from

[\(definitions next page\)](#)



Material is from [\(back\)](#)

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Unpublished?

Unpublished course notes, presentations, conference proceedings, etc.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 If you are not the author, please be aware that unpublished works are still copyrighted, and [permission](#) must be obtained.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](#)



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