

Course Materials Delivery: General Principles

Quick copyright tips for online delivery of copyrighted course readings.

Key points of advice:

- ✓ Copyright considerations are the same whether teaching is done in person or online
- ✓ Use UVic's password-protected Course Management Systems (e.g., Brightspace, Library Course Reserves, ECHO360, etc.) to deliver copyrighted material to your students, and use [tools UVic provides or recommends](#).
- ✓ Provide citations (including title, chapter title, author(s), publisher, year, and page numbers) for items you post in Brightspace.
- ✓ Incorporate the [Fair Dealing Statement](#) into course outline.
- ✓ The [Libraries' online databases](#) have a large collection of online journals and ebooks that can help support online learning
 - a. Use [links with an ezproxy prefix](#) to link to a resource available through [UVic Libraries' collections](#), or link out to Internet content.
- ✓ You may upload materials in which you hold copyright. Include the fair dealing statement with this resource. Inform students in class that material shared online is only available to anyone registered in the course. They should not be posting material online without permission from the copyright owner.
- ✓ Post your in-class slides to Brightspace. Slides provided by textbook publishers can, almost always, be used (see Terms of Use contract from publisher).
- ✓ Use UVic's [Fair Dealing Guidelines](#) (10% or 1 chapter) to provide access to course materials.
- ✓ When no digital version is available via the Libraries use phone apps like [Genius Scan](#) or [Adobe Scan](#) to easily scan to post print materials on Brightspace within the limits allowed by the [Fair Dealing Guidelines](#). Make scanned PDF files more accessible for your students

by using an [optical character recognition \(OCR\) online tool](#) to convert "non-selectable" text files into more accessible versions.

- ✓ Our [Liaison Librarians](#) may be able to help you find alternative content. Here are some other resources that the Libraries has put together for your convenience (Research Anywhere (<https://libguides.uvic.ca/ResearchAnywhere>)). Your librarian can also help you find openly licensed teaching materials like [Open Educational Resources \(OER\)](#).
- ✓ Sharing audiovisual material like films and audio files is more complex. However, remember you can still link to legally posted online content (e.g., YouTube, etc.). You may link to UVic Libraries [audiovisual collections](#). Standard commercial streaming options like Netflix, Crave or Disney Plus that students may also subscribe to can be an option – though some students may not have access to those services. When films are not available in a streaming format, we may be able to [digitize them](#). Contact the Music and Media unit for help with sourcing audiovisual resources for online learning: libmedia@uvic.ca
- ✓ Using copyrighted material in exams can be easy, as you can use the [Fair Dealing Guidelines](#). Copyright exception [s.30.01](#) is applied in this instance.
- ✓ Contact copyright@uvic.ca if you need help to implement and of the above suggestions or if you have any questions.



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