Quick Copyright Tips for Digital Delivery

(Adapted from a guide by Ryerson University)

Key points to remember:

1. Most of the legal issues are the same whether the teaching is done in person or online.
   a. If it was okay to do in class, it is often okay to do online – especially when your online access is limited to the same enrolled students.

2. You can continue to apply the college’s Fair Dealing Policy.

Additionally:

● Use the college’s password-protected LMS – Blackboard – to make material available to your students, and use the tools outlined by SCTL to deliver lectures with copyrighted content.

● Post your in-class slides to Blackboard. Slides provided by textbook publishers can almost always be used, according to their Terms of Use. Content that you have created and for which you are the copyright owner can always be shared.

● Course readings rules for print and online posting to Blackboard are similar. Either use the guidelines on the college’s Fair Dealing Policy, link to a resource from the library, or link out to Internet content.

● Library Staff may be able to help you find alternative content, and the library website has a large collection of online journals and eBooks that can help support online learning. In fact, many content providers have recently increased access to a variety of materials to ensure broader access by campuses. Library staff can also help you find openly licensed teaching materials like Open Educational Resources (OER).

● Use phone apps like Genius Scan or Adobe Scan to easily scan to post print materials within the limits allowed by the Copyright Act (including fair dealing – see the college’s Fair Dealing Policy). 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.

● Sharing audiovisual material like films and audio files is more complex. But remember you can still link to legally posted online content (from YouTube etc.). Our library website has a streaming video collection that you may link to. Please read this F.A.Q about showing videos in class for more information.

● Using copyrighted material in exams can be easy, as you can use the college’s Fair Dealing Policy. If you need to use material beyond this, copyright exception s. 30.01 can also apply, contact copyright@sl.on.ca if you need help to implement this copyright exception as there are rules that need to be followed to use it.

● Katherine Butler, Library & Copyright Technician, can help you copyright check readings, create links to eBooks and journal articles and more. Reach her at copyright@sl.on.ca.