UFV Copying Guidelines Flowchart

This flowchart illustrates a step-by-step process to determine whether or not you can copy or communicate a copyright-protected work. This process applies to both print and digital materials (text, video, images, etcetera), and to the use of these materials in the classroom or in an online learning management system (Blackboard).

Steps are explained in detail at:

http://libguides.ufv.ca/Copyright/CopyingGuidelines
# Brief Outline of UFV Copying Guidelines

<table>
<thead>
<tr>
<th>Content from Books, and Video &amp; Audio Recordings from a DVD/CD</th>
<th>Under the Fair Dealing Requirements, you can copy <strong>up to 10% of a book or 1 chapter of a book</strong>, whichever is greater, and <strong>up to 10% of a sound recording or audiovisual work</strong>. For full requirements, see <a href="http://libguides.ufv.ca/fairdealing">http://libguides.ufv.ca/fairdealing</a></th>
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<tbody>
<tr>
<td>To copy more than the Fair Dealing Requirements, you need to obtain permission. For assistance, contact the Copyright Librarian at <a href="mailto:copyright@ufv.ca">copyright@ufv.ca</a>.</td>
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## Content from a Library Database (journal articles, ebooks, etc.)

UFV has obtained permission for its faculty and staff to copy materials from its databases - such as journal articles and ebooks - under various license agreements. Check the "**terms of use**" on the Library website to see if you can copy. "Terms of Use" appear next to the journal or database title, and tell you if you can copy for coursepacks, handouts, or for online classes. 

*Note: you can always share the link.*

For assistance, contact the Copyright Librarian at copyright@ufv.ca.

## Content from the Web (anything you find on the internet - text, images, video, audio)

Instructors and students are permitted to copy and share materials that are publicly available on the internet if:

1. There's no clearly visible notice posted that specifically prohibits copying for educational use.
2. The content is legitimately posted (you have no reason to believe it's online illegally).
3. There's no password protection or other restricted access to the content.
4. You cite the source (URL and author/creator, if available).

*Note: you can always share the link.*

For more information [http://libguides.ufv.ca/Copyright](http://libguides.ufv.ca/Copyright)