Introduction to the Copyright Checklist / Toolkit

This copyright checklist is designed to guide faculty and staff when selecting or reviewing material that is to be copied and provided to Conestoga students. To get the most out of this toolkit, it is best to have the Checklist and the Copyright Toolkit open on your computer to take advantage of the hyperlinks to different electronic resources.

Copyright Self-Assessment Checklist

As you prepare new or review existing resources for students, use the checklist on pages 2-3 to help determine if the works are copyright compliant. This checklist can be used when reviewing resources for workshops, in-class courses, or when utilizing eConestoga.

Using the Checklist

In the first column of the checklist, you will find a list of resources that you might want to use in your course. Determine if your use of the resource meets the criteria listed under the “Use the Resource” column. Click on the blue hyperlinks or refer to the Copyright Toolkit to learn more about specific criteria and when you can copy a work without permission.

Any boxes checked in the “Consult Possible Revision Strategies on Page 4” column should alert you to reviewing possible alternatives or contacting the Copyright Coordinator before you proceed any further.

Copyright Checklist Content

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<td>Use the Resource(s)</td>
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| Faculty or Staff scanned or photocopied works     | ☐ Short excerpts from works, as defined by the Fair Dealing Guideline, are used. See Copyright Toolkit: Section A.  
AND/OR  
☐ I have written permission from copyright owner(s) to use long excerpts.  
AND/OR  
☐ Work is Open Access or Public Domain.                                                                                                                             | ☐ Using the excerpt(s) would exceed the Fair Dealing Guidelines.  
☐ After consulting Section A of the Copyright Toolkit, I am still not sure if the excerpt(s) is within Fair Dealing.                                                                 |
| from books or journals                             |                                                                                                                                                                                                                       |                                                                                                                                                                   |
| YouTube Videos                                    | ☐ Videos meet all the criteria below  
• Videos are uploaded to YouTube by the copyright owners. Refer to Using YouTube Videos for tips;  
  AND  
• Videos do not contain infringed 3rd party material (e.g. popular music);  
  AND  
• Videos are played from YouTube.                                                                                                                                 | ☐ Videos are clearly not uploaded by copyright owner.  
☐ I am not sure if the video was uploaded by the copyright owner.  
☐ Videos contain infringed 3rd party material or I am not sure if there is infringed 3rd party material in the video.  
☐ I want to download the YouTube video.                                                                                                                               |
| Resources from the Internet                       | ☐ Resources that are copied from the Internet meet all four of the Publicly Available Material (PAM) exception. See Copyright Toolkit: Section B.  
AND/OR  
☐ PDFs / text or images have a Creative Commons License or a notice allowing educational use (Website example).  
AND/OR  
☐ I have written permission from copyright owners to include these resources.                                                                                       | ☐ Using resources would not meet all four of the Publicly Available Material criteria.  
☐ After consulting Section B of the Copyright Toolkit, I am still not sure if using the resources meets the Publicly Available Material criteria.                             |
| (includes images, PDFs and text from websites)     |                                                                                                                                                                                                                       |                                                                                                                                                                   |
| Library Electronic Resources                       | ☐ Electronic articles/eBooks/Videos from Conestoga Library databases are made available using permanent links.                                                                                                           | ☐ I would like to upload Library resources (PDFs or Videos) to eConestoga.                                                                                           |
| Faculty or Staff created PPT Slides or Learning Packages/ Learning Modules | ☐ Works are used within Fair Dealing or the Publicly Available Material exception. See Copyright Toolkit: Sections A & B.  
AND/OR  
☐ The work was created / written by Conestoga employee(s).  
AND/OR  
☐ I have written permission from copyright owners to include these works.                                                                                           | ☐ Using works would not meet Fair Dealing Guidelines or the Publicly Available Material exception.  
☐ After consulting Sections A & B of the Copyright Toolkit, I am still not sure if using the work meets Fair Dealing Guidelines or the Publicly Available Material exception. |
## Copyright Checklist

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Use the Resource(s)</th>
<th>Do not use the resource(s). Consult Possible Revision Strategies on Page 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hyperlinks</strong></td>
<td>□ Hyperlinks are linking to online resources that were uploaded by copyright owners. See Copyright Toolkit: Section B.</td>
<td>□ Hyperlinks would link to resources clearly not uploaded by copyright owner.</td>
</tr>
</tbody>
</table>
| **Audiovisual works and sound recordings** | □ You can show an audiovisual work or play a sound recording as long as all the conditions below are met. See Copyright Toolkit: Section C.  
  • Shown for educational purposes  
  • Video is non-infringed (e.g., a DVD that was purchased from a store or borrowed from the Library)  
  • Shown/played on college premises  
  • Shown to an audience composed primarily of students/faculty  
  • There is no “motive of gain” or profit  
  AND/OR  
  □ Video has a Creative Commons license (e.g. TEDTalks)  
  AND/OR  
  □ Video is being streamed from a Library database | □ I want to use videos from iTunes or Netflix.  
 □ After consulting Section C of the Copyright Toolkit, I am still not sure if I can show the video.  
 □ I want to copy the video and upload to eConestoga. |
| **Publishers’ Resources**                 | □ Publishers’ resources (PPTs, images, etc.) are from a textbook that has been adopted as the required textbook for the course. | □ Publishers’ resources that I would like to use are from a textbook that has not been adopted as the required textbook for the course. |
| **Referencing and Citation**              | □ All resources, including images and text, are referenced and cited. See APA @ Conestoga. | □ All or some resources are not referenced / cited.  
 □ I am not sure where the resources originated. |
| **Accessible documents**                  | □ Documents (Word, PDF) are accessible.  
 □ Images have ALT tags.  
 □ Videos are closed-captioned. | □ Documents are not accessible.  
 □ Images do not have ALT tags.  
 □ Videos are not closed-captioned. |
## Revision Strategies

<table>
<thead>
<tr>
<th>Resource(s)</th>
<th>Options</th>
</tr>
</thead>
</table>
| **Faculty or staff scanned or photocopied works from books/journals**    | **If using resource would exceed Fair Dealing or you are not sure:**  
• Search for alternative articles/chapters from [Library databases](#).  
• Ask for assistance from your Library [Program Liaison](#).  
• Contact [Copyright Coordinator](#) to see if Fair Dealing might apply.  
• Seek written permission from copyright owner(s) to include long excerpts. |
| **YouTube Videos**                                                       | **If you are not sure if video was uploaded by copyright owner:**  
• Click on [Showing YouTube videos](#) or contact the [Copyright Coordinator](#) for help determining if a video was uploaded by the copyright owner.  
**If the video was not uploaded by copyright owner:**  
• Search YouTube for the original version (Copyright Coordinator can help).  
• Search for alternatives in the Library's [Streamed Media](#).  
**Instead of downloading videos:**  
• Show videos from YouTube, hyperlink or embed videos in eConestoga.       |
| **Resources from the Internet (includes images, PDFs and text from websites)** | **If online resources were uploaded by copyright owner but have a clearly visible notice prohibiting educational use and/or contains a TPM:**  
• Provide students with a hyperlink to the resources.  
• Seek permission from copyright owner to copy resources.  
**If online resource was not uploaded by copyright owner:**  
• Contact your Library [Program Liaison](#) for help locating alternative resources.  
**If you are not sure if you can use the resource:**  
• Contact the [Copyright Coordinator](#) for help determining usage of resources. |
| **Library Electronic Resources**                                          | **Instead of uploading Library resources to eConestoga:**  
• Link to the resource using permanent links.  
• Contact your Library [Program Liaison](#) for help using Library resources.                                                                 |
| **Faculty or Staff created PPT Slides or Learning Packages**             | **If using resource would exceed Fair Dealing/PAM or you are not sure:**  
• Search for alternative articles/chapters from [Library databases](#).  
• Ask for assistance from your Library [Program Liaison](#).  
• Contact [Copyright Coordinator](#) to see if Fair Dealing might apply.  
• Seek written permission from copyright owner(s) to include long excerpts. |
| **Hyperlinks**                                                            | **Online source does not appear to be uploaded by copyright owner:**  
• Contact your Library [Program Liaison](#) for help locating Library resources.  
• Search for original resource on the Internet ([Copyright Coordinator](#) can help). |
| **Audiovisual works and Sound recordings**                                | **Instead of using Netflix/iTunes videos or uploading videos to eConestoga:**  
• Contact the Library [Media Technician](#) for help locating streamed videos.  
**If you are not sure if you can use a video:**  
• Contact the [Copyright Coordinator](#) for help.                                                                 |
| **Publishers’ Resources**                                                | • Contact the publisher for clarification/permission to use resources.                                                                                                                                     |
| **Referencing and Citation**                                              | • Cite/reference all sources using [APA @ Conestoga](#) as a guide.  
• Contact [Copyright Coordinator](#) for help sourcing resources.                                                                                                                                     |
| **Accessible documents**                                                 | **Word and/or PDF documents are not accessible:**  
• Review [Creating Accessible Content](#) from [Accessibility at Conestoga](#).  
**YouTube videos are not captioned:**  
• Contact the Library [Media Technician](#) for help with captioning permissions. |