



**PDAD&C #32, 2013-14**

To: PDAD&C; All Faculty; All Sessional Instructors

From: Cheryl Regehr, Vice President and Provost

Date: January 8, 2014

Re: **URGENT REMINDER RE: Use of Copyrighted Material for Instruction**

**PLEASE CIRCULATE WIDELY TO ALL FACULTY MEMBERS AND INSTRUCTORS**

I write to remind you that our License with Access Copyright expired on December 31, 2013 and was not renewed. The termination of the License requires that **every instructor who has posted digital material to a course management system take steps to ensure that published material is removed IF** such material falls within Access Copyright's Repertoire and (a) is not otherwise licensed or (b) where use is not permitted under `fair dealing`.

Therefore, please immediately follow the six required steps to review your digital material for courses, as outlined in my [memo](#) of November 5, 2013.

The Chief Librarian's [memo](#) of December 16, 2013, contains links to other important resources on this matter as well as links to various services to assist you with using instructional material in accordance with copyright legislation and/or our licenses with many publishers. Library staff are available to answer your questions, to assist with obtaining permissions and paying appropriate royalties to use material, and/or to work with you to find alternative materials to support your teaching if licenses or permissions cannot be obtained and use of the material falls outside "fair dealing."

It is critical that we all comply with Canadian copyright law in the use of any material that is under copyright.  
**Thank you for your compliance with this important requirement.**