

COLLEGE COPYING LICENCE

NOURISH THE CREATIVE SPIRIT:

RESPECT
COPYRIGHT

COPIBEC



OVERVIEW

Copibec is a not-for-profit organization that operates as the Quebec copyright licensing agency. Our mission is to manage reproduction rights for published works on behalf of copyright owners.

By managing the reproduction rights for most Canadian and foreign publications (Copibec represents nearly 30 countries under reciprocal agreements), we provide one-stop service so that a wide spectrum of Quebec users can quickly and easily get permission for occasional copying or take advantage of comprehensive copying licences that cover their ongoing needs.

Quebec colleges and CEGEPs have been issued a copying licence that enables their personnel to make legal copies of excerpts from copyrighted works and distribute them in print or digital format for educational or research purposes.

Under the three-year copying agreement that runs from July 1, 2014 to June 30, 2017, college institution personnel and copyright owners are guaranteed that published works protected by copyright can be used in fair and reasonable ways.

Rights

WHAT CAN BE COPIED UNDER THE LICENCE?



The copying licence for college institutions allows users to make copies (in print or digital format) of excerpts from millions of published works, such as:

- Books
- Newspapers
- Periodicals
- Dramatic works (plays)
- Lyrics or text accompanying a song or musical work
- Images, illustrations, photographs, figures or charts appearing in those various types of publications
- Excerpts from those types of publications or texts made available online legally by their copyright owners

However, the licence does not cover unpublished works, sheet music, material taken from the Internet¹, works in the

public domain² and works appearing on the Copibec Exclusions List³.

COPYING LIMITS

The following can be copied under the licence for the same group of students during the same semester:

- Up to **15%** of the total number of pages in a work

However, the limit is as follows for works developed specifically for college education purposes⁴ (teachers' guides, anthologies, etc.):

- **10%** of a work or **25 pages**, whichever is less

It is also possible to copy an **entire article from a periodical or newspaper** or an **entire chapter from a book** as long as it does not exceed the **above limits**.

TYPES OF COPYING ALLOWED

The college agreement allows **copying in print or digital format**. In other words, within the scope of the agreement's limits and conditions, college institution personnel can do the following:

- Scan a print format work to make a digital copy
- Print a digital copy
- Email or fax a digital copy
- Store works on a secure network⁵ to make them available to the students enrolled in a course

- Give a digital copy of a coursepack to a student enrolled in a course, as long as the process is managed by the educational institution or an authorized subcontractor
- Store a digital copy of a work authorized under the agreement on a local device or media (e.g. CD-ROM or USB flash drive)
- Present a print or digital format copy (made in compliance with the agreement) in class using a computer or any other equivalent device such as an overhead or slide projector
- Display a digital format copy on a computer or other device

Please note that works in the Copibec repertoire cannot be made available on an unsecured computer network (e.g. Internet or any other public network), transmitted to non-employees or non-students, or stored in order to create a digital library.



¹ However, the digital versions of works listed in the Copibec repertoire are covered by the licence.

² At the end of the 50th year following the author's death (or the death of the last remaining contributor for a collaborative or translated work), the copyright for that work expires and it may be copied without permission. At the end of the 50th year following the author's death (or the death of the last remaining contributor for a collaborative or translated work), the copyright for that work expires and it may be copied without permission.

³ The Exclusions List can be viewed on the Copibec Educator Space at www.copibeceducation.ca/en.

⁴ Those works are identified in the Copibec repertoire.

⁵ For example: Léa, Moodle or DEClic

WHICH CONDITIONS HAVE TO BE RESPECTED?

College institutions have agreed to pay annual licence fees (royalties) calculated according to their number of full time equivalent students⁶.

Content users have to request a pay-per-use licence (specific authorization) from Copibec if they want to exceed the limits set out in the copying agreement. A fee of \$0.12 per page is charged for any pages above the limit, up to a maximum of 20% of the total number of pages in the work. If the user wants to copy more than 20%, Copibec will process each request based on the availability of the work or according to the conditions and fees decided by the copyright owner.

Each institution has to designate someone to apply the copying agreement and ensure that the licence conditions are respected. The institution also has to inform Copibec which third parties⁷ are authorized to administer the institution's secure networks or take authorized actions on its behalf under the licence.

To ensure that the licence fees collected for the copies made are redistributed fairly to creators and publishers, **college institutions are required to report the following data to Copibec twice a year:**

- Excerpts copied in print format and grouped together in coursepacks
- Excerpts copied in digital format and stored on a secure network

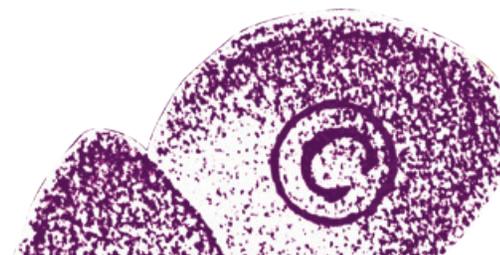
The data on all print and digital format copies must be compiled in an electronic file (Excel template) or specially designed software⁸ and must include complete bibliographic details that accurately identify the work used. However, the following copies do not have to be reported to Copibec:

- Print format copies not included in a coursepack
- Copies made under pay-per-use licences issued by Copibec
- Material not covered by the copying agreement, such as works in the public domain, works on the Exclusions List or works whose reproduction has been authorized directly by the copyright owner or its representative or under commercial agreements that apply to the institution

⁶ The annual licence fees have been set at \$11.00 per full time equivalent (FTE) student. The number of FTEs is calculated by the Ministère de l'Éducation, du Loisir et du Sport.

⁷ For example: Coopsco network or other subcontractor

⁸ DDA software from Dexero, Repro+ from Altilogix or Copibec's online module called Savia, which is available to users free of charge.



COMPENSATION FOR CREATORS

By respecting the college copying agreement, you are helping provide fair compensation to authors and publishers for their work.

Every year, nearly 2,000 authors and about 500 publishers in Quebec receive licence fees for their works that were copied by college institutions. In addition, agreements between Copibec and other copyright licensing agencies provide compensation to thousands of authors and publishers all over the world. Together we can provide fair compensation to content creators who enhance the quality of education.



Creators here at home
and abroad would like to thank you for helping
to ensure that they can continue
to create quality content that adds value
for the education sector.

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