



Guidelines to determine if use of materials meets fair dealing exceptions

Type/Nature of Material - Do not assume that content retrieved from the Internet will meet Fair Dealing and can be reproduced – you must check Terms and Conditions of use	Fair Dealing Exceptions – use of material for: research, private study, criticism, review, news reporting, education, satire or parody			
	Fair Dealing Exceptions met: Likely Yes	Fair Dealing Exceptions met: Maybe	Fair Dealing Exceptions met: Unlikely	Questions? Clarification? Confused?
<p>Public Domain (when the copyright term expires; typically life of author plus 50 years, but can be complicated)</p> <p>Open Access publication with a symbol like or similar to this:</p> <div style="text-align: center;"></div> <p>Creative Commons with a symbol like or similar to this:</p> <div style="text-align: center;"></div> <p>Unpublished material (class notes, overheads, assignments)</p>	<p>Single copies for personal use, and/or multiple copies can likely be reproduced</p> <p>Remember to provide a full citation</p>			<p>Not sure if the material is:</p> <ul style="list-style-type: none"> • in the Public Domain • Open Access • Creative Commons • Unpublished and/or created by an individual <p>Consult with FASS, library, and/or library webpages on copyright and fair dealing – contact information below</p>
<p>Reproducing/copying published material (print or electronic)</p>	<p>Single copies for personal use</p>	<p>An entire work and/or multiple copies for use may or may not meet fair dealing exceptions – it depends on: the material, license terms, intended use</p>		<p>Consult with FASS, library, and/or library webpages on copyright and fair dealing</p>
<p>Reading Packages (reading packages compiled / prepared by instructors and FASS staff, meet fair dealing exceptions and/or licensing terms)</p>	<p>Allowable depending on material and/or licensing requirements and intended use</p>			<p>Consult with FASS, library, and/or library webpages on copyright and fair dealing</p>
<p>Reading Packages requested by distance / online students (reading packages compiled/prepared by instructors and FASS staff, meet fair dealing exceptions and/or licensing terms)</p>	<p>Single copies for personal use can be reproduced for the student</p> <p>It is advisable to double-check with the library</p>			<p>Consult with library if uncertain</p>

This table provides guidance and should not be interpreted as legal advice

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Course readings in course management platform (Blackboard, or D2L)	Allowable depending on material, licensing terms and intended use.			Consult with FASS, library, and/or library webpages on copyright and fair dealing
“mash-up” (combination of images, text, or audio) for personal use, exams, or class discussion/instruction	Allowable			Consult with FASS, library, and/or library webpages on copyright and fair dealing
Videos/DVDs - format shifting (for example, shifting a video to a DVD, or streamed)	If the item is NOT commercially available in another format, and/or if format shifting is required for the preservation of the material, format shifting may be permitted			Consult with FASS, library, and/or library webpages on copyright and fair dealing
Showing a film or video (in class and/or public event)	Allowable when showing a video in class	If showing a film/video at a public event may or may not be allowable, depending on venue and purpose		Consult with FASS, library, and/or library webpages on copyright and fair dealing
Films/videos streamed in online classes in a course management platform (Blackboard, or D2L)	Likely allowable depending on material and/or licensing requirements and intended use			Consult with FASS, library, and/or library webpages on copyright and fair dealing
Images – reproducing images as overheads for personal use, exams, or class discussion/instruction	Allowable			Consult with FASS, library, and/or library webpages on copyright and fair dealing
Images, graphs, tables, charts, logos, trademarks, photographs – reproduced in theses, dissertations and/or publications	Unless in the Public Domain, Open Access, or Creative Commons, permission to reproduce is required from Creator and/or Publisher			Consult with library

For further information, please contact:

- FASS: fass@nipissingu.ca
- Library: nancyblack@nipissingu.ca edd@nipissingu.ca
- Library webpage on Copyright and Fair Dealing: <http://www.eclibrary.ca/library/content/fair-dealing-and-copyright>

Remember to provide citations for your sources! Not sure how to provide proper citations? Consult **How Do I Cite Sources?** <http://www.eclibrary.ca/library/HDI-cite-sources>

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