

Are there assets or components of your work created by someone else?

- Are they in the public domain?
- Will their use be covered by fair dealing?
- Is the material covered by a copyright collective?
- Is there a copyright statement allowing use for educational purposes?
- Is there a Creative Commons licence attached?

Public Domain - In Canada a work is protected for the lifetime of an author plus 50 years after the calendar year in which the author dies. After that, no permissions or licenses are needed to use it in any way—unless otherwise stipulated by contract. A new and creative expression of the work would have its own copyright.

Fair Dealing - While there are no specific exceptions to copyright material published on the internet many of the exceptions applying to hard-copy materials might also apply, for example fair dealing for the purposes of non-commercial research, private study, criticism, review, or news reporting. The Supreme Court suggests that fair dealing is a *user's right* - used to balance out the rights of the copyright

If the answer is **yes** to any one of these questions, you are free to use the material. Make sure you acknowledge the source.

If the answer is **no** to all of these questions than copyright permission must be obtained.

When contacting a copyright holder, the following information will be useful:

- The URL of the resource
- Details of the intended use and the purpose of that use
- Where the resource is to be used

Further guidelines for obtaining permission and a sample letter may be found on this page of [What Every Teacher Needs to Know About Copyright@2Learn.ca](http://www.2Learn.ca/WhatEveryTeacherNeedsToKnowAboutCopyright@2Learn.ca)

Important Points to Remember

Make sure to keep accurate, detailed records about all components of the work you are creating, even if content comes from within CBE and is created by CBE staff. If you do not get a reply from the copyright owner do not take this as permission - modify your resource with other material instead.

CBE does not automatically have the right to reproduce an item in digital format even if permission to reproduce it in print has been granted. Unless specified, copyright permission is for one delivery medium only.

Online resources may have been published illegally without the permission of the copyright owners. Any subsequent use of the materials, such as printing, or copying and pasting, may also be illegal.