



COPYRIGHT POLICY

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| Policy #: | 500.10.01 |
| SECTION: | Executive Administration |
| ORIGINAL APPROVAL DATE: | April 24, 2018 |
| LATEST APPROVAL DATE: | April 24, 2018 |
| APPROVING AUTHORITY: | Original signed by President + CEO |

Purpose

The purpose of this policy is to effect compliance with the Copyright Act and related laws, as well as related Alberta College of Art + Design “ACAD” policies and procedures.

Scope

All members of the ACAD Community using copyright-protected materials while acting in their capacity as employees (including research and academic employees), agents of ACAD will comply with the federally legislated Copyright Act and related law. This includes the protection of the rights of ownership held by copyright owners and recognition of user rights in relation to copyright-protected materials owned by others.

Definitions

Agents of ACAD:

Includes contractors or other representatives engaged by ACAD to represent the institution in the facilitation of ACAD business.

Copyright:

Means the sole right to produce or reproduce a work or a substantial part of it in any form. It includes the right to perform the work or any substantial part of it or, in the case of a lecture, to deliver it. If the work is unpublished, copyright includes the right to publish the work or any substantial part of it.

Fair Dealing:

Is a user’s right in copyright law permitting use of, or “dealing” with, a copyright protected work without permission or payment of copyright royalties.



Policy

1 General Commitment

- 1.1 The Alberta College of Art + Design is committed to compliance with copyright law. In order to fulfill this commitment, the College is committed to the ongoing review, development and implementation of best practices for ensuring copyright compliance.
- 1.2 ACAD is committed to the enforcement of compliance with Copyright law.

2 Guidance and compliance

- 2.1 Guidance on the reproduction and distribution of copyright protected materials under this policy and associated procedures and guidelines is not for commercial purposes.
- 2.2 Students are responsible for their own compliance with copyright law and the appropriate use of copyright materials.

Related documents

[ACAD Fair Dealing Guidelines for Faculty and Staff](#)

Procedure 500.11: Copyright Procedure

Procedure 700.07.: Intellectual Property

Procedure 300.13.: Undergraduate Course Management

Procedure 600.14.: Social media

Procedure 600.15.: Website

Procedure 600.26.: Information Technology: User Access