

## Policy regarding the reproduction of copyright material for academic use

Bishop's University, along with the other members of CREPUQ, has signed an Agreement (*Convention concernant la reproduction d'œuvres littéraires dans les établissements d'enseignement d'ordre universitaire*) with the organization COPIBEC, to facilitate the use of published works for academic purposes, by establishing a process for obtaining authors's consents and remitting royalty payments. COPIBEC represents not only Quebec authors, but also copyright holders in Canada, the USA, and many other countries, through reciprocal agreements with their counterparts in those countries.

Bishop's pays an annual license fee for the use of protected material, which is based on full-time-equivalent student enrollment. This fee is passed on to students in the charges for course packs and other photocopied texts.

In order to ensure compliance with the terms of the Agreement, Bishop's has developed the following policies and procedures with regard to the reproduction of protected material:

1. This policy applies to anyone who produces or causes to be produced copies of literary works for teaching purposes, including faculty, students, and staff.
2. The policy covers the reproduction for classroom use of any work protected by copyright.
3. Photocopying of copyright materials to be used in teaching must be done through the Bishop's University Print Shop. All photocopied materials will be sold to students through the University Bookstore, at a price per page consistent with permitting Bishop's to make the required payments to COPIBEC.
4. The Print Shop is authorized by the Agreement to reproduce for student use up to 25 pages or 10% of any protected work (whichever is less), a complete magazine or journal article, or a chapter which does not exceed 20% of the book in which it appears. There is no limit on the number of copies made.

Any photocopying which exceeds these limits is not covered by the Agreement, and must receive special permission from COPIBEC. These permissions can be obtained by the Print Shop. Supplementary charges for reproducing these pages will be transmitted to the students in the course.

5. Each instructor is responsible for ensuring that the material to be copied is covered by the Agreement. (For exclusions, please consult the COPIBEC web site ([www.copibec.qc.ca](http://www.copibec.qc.ca)), or ask for help from the Print Shop.

Members of faculty are advised that unauthorized use of copyrighted material can result in legal action, with the possibility of severe fines. However, the University will not accept responsibility for this if copying is done elsewhere than through the Bishop's Print Shop.

The following information must be provided for each copyrighted excerpt to be copied:

- o Name of the course and the instructor
  - o Name of the author and publisher
  - o Title of the work
  - o Publication date
  - o ISBN or ISSN number
  - o Number of pages in the volume, and the numbers and quantity of pages to be copied
  - o Information regarding whether a chapter or an article is to be copied
6. The Print Shop is responsible for ensuring that the terms of the Agreement with COPIBEC are respected, and may refuse to photocopy material if the information above is not provided. The staff of the Print Shop can help instructors in determining whether a work can be copied, and can obtain necessary permissions from COPIBEC. The Print Shop reports periodically to COPIBEC on the quantity of material copied, and processes the payment of royalty fees.

In Continuing Education courses, where professors and students cannot be on campus during the day, alternative arrangements for photocopying and selling copyright course materials must be made in consultation with the staff of the Department of Continuing Education. Any photocopying done in this way must be reported to the Print Shop by Continuing Education.

Further information can be obtained from the Secretary General, from the Bishop's Print Shop, or

from the COPIBEC web site ([www.copibec.qc.ca](http://www.copibec.qc.ca)).

Ann Montgomery  
Secretary General  
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