



# Teaching an invisible subject

## Educating instructors about copyright

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# SFU copyright services

The screenshot shows the SFU Library website. At the top, the SFU logo and name are visible, along with navigation links for A-Z DIRECTORY, SIGN IN, and This site / SFU.ca. Below the header is a dark navigation bar with links for FIND, HELP, BORROW, FACILITIES, and ABOUT. The main content area is titled "Copyright for instructors at SFU" and includes a breadcrumb trail: Home / Help / Academic integrity / Copyright / Instructors. On the left, there is a "Library Search" box and a sidebar for "Copyright at SFU: Instructors" with links to Home, FAQs, Resources, and Contact us. The main text explains that Canada's Copyright Act and SFU's copyright policies affect how materials can be copied and distributed. It provides information on using copyright protected materials for teaching purposes, including guidelines for short excerpts and exceptions from the Copyright Act. A central box titled "USING COPYRIGHT PROTECTED MATERIALS FOR TEACHING PURPOSES AT SFU" contains two columns of text. The first column, "Using a short excerpt? Follow these fair dealing guidelines," states that under fair dealing, one may copy and communicate to a class one short excerpt (10% or 1 chapter, article, or music track) from a copyright protected textual work, audio or video work, or artistic work, regardless of format. The second column, "Want to use more? Use one of these exceptions from the Copyright Act," states that under educational exceptions, one may copy an entire work for use in the classroom or in an exam or play an entire musical work or film in the classroom, regardless of format. Both columns include a note to see a full infographic for complete definitions and conditions. Below this box, a note states that resources licensed by SFU Library can be used in various ways depending on their licenses, and a link is provided to see the full infographic for details and conditions. The page also features a "Workshops" section with a sub-heading "Copyright in the Classroom Workshop for Instructors." This section explains that the SFU Copyright Office will explain SFU's policies and guidelines, and how to find materials with fewer restrictions. It provides contact information for the Copyright Office and a link to the copyright website. The page concludes with an "Upcoming Workshops" section, noting that the next semester's workshops will be posted soon.

**Library Search**

**Copyright at SFU: Instructors**

- Home
- FAQs
- Resources
- Contact us

**Copyright for instructors at SFU**

Home / Help / Academic integrity / Copyright / Instructors

Canada's *Copyright Act* and SFU's *copyright policies* affect the ways in which you can copy and distribute materials for your courses. In this section you will find FAQs as well as tools, resources and links related to using copyright protected materials in your teaching. Below you will find our workshop listings. The Copyright Office also welcomes requests for departmental workshops year-round in any length and format, such as full-length workshops, shorter meeting presentations or more casual "lunch & learns."

Instructors also create copyright protected works, whether teaching materials, written works for publication, conference presentations or artworks. Therefore, you may also find the [Authors & other creators](#) section useful.

Please review this website for answers to your questions and contact the Copyright Office ([copy@sfu.ca](mailto:copy@sfu.ca)) if you do not find the information you need.

**USING COPYRIGHT PROTECTED MATERIALS FOR TEACHING PURPOSES AT SFU**

|   |  |
|---|--|
| <p><b>Using a short excerpt?</b><br/>Follow these <b>fair dealing guidelines</b>.</p> <p>Under fair dealing for the purpose of education, you may copy and communicate to your class one short excerpt (10% or 1 chapter, article, or music track)* from a copyright protected textual work, audio or video work, or artistic work, regardless of format.</p> <p>*see full infographic for complete definition of short excerpt</p> | <p><b>Want to use more?</b><br/>Use one of these <b>exceptions from the Copyright Act</b>.</p> <p>Under educational exceptions in the Copyright Act, you may copy an entire work for use in the classroom or in an exam or play an entire musical work or film in the classroom,* regardless of format. You can copy and communicate to your students most works found on the Internet.*</p> <p>*see full infographic for conditions</p> |
|---|--|

Resources licensed by SFU Library can be used in various ways depending on their licenses.

See the full [infographic](#) for details and conditions. [copy@sfu.ca](mailto:copy@sfu.ca)  
[copyright.sfu.ca](http://copyright.sfu.ca)

**Workshops**

**[Copyright in the Classroom Workshop for Instructors](#)**

Do you upload readings or other materials into Canvas? Include photos, diagrams or maps in your PowerPoint slides? Use blogs or social media in your courses? Use teaching materials you find online? All of these activities can implicate copyright. Copyright protects written, artistic, musical and dramatic works, as well as performances, sound recordings and broadcast signals.

The SFU Copyright Office will explain SFU's policies and guidelines outlining how you can use copyright protected materials in your courses (in-person and in Canvas), and how to find materials with fewer restrictions such as Open Access publications and materials without copyright protection. We will explain your rights as the creator of your course materials as well as the Copyright Office's services.

Bring your copyright questions and concerns.

Visit the [copyright website](#) for FAQs, resources, links and [videos](#). Contact the Copyright Office with any questions ([copy@sfu.ca](mailto:copy@sfu.ca)).

If you can't make it, the Copyright Office welcomes requests for custom workshops or presentations for your department or class. Email [copy@sfu.ca](mailto:copy@sfu.ca) to schedule.

**Upcoming Workshops**

Next semester's workshops will be posted soon.

# Canvas LMS survey

75 instructors per semester

Questions:

- types of materials typically uploaded
- familiarity with copyright and teaching
- awareness of SFU copyright resources

## Using third-party material in your Canvas courses

Instructors often use third-party material in their teaching. Third-party material is any material in which you do not own copyright. This usually means it was not created by you, but could also mean you created it but have transferred copyright to someone else, such as a publisher. These might include a photograph embedded in your PowerPoint presentation, a diagram pasted into an assignment, or a single item like a map, journal article or film clip uploaded individually to Canvas.

Third-party material can come from a variety of sources, both online and in physical formats, and can include those protected by copyright, those in which copyright has expired, and those which are licensed in some way for classroom use. There are also users' rights exceptions in the Copyright Act which allow you to use copyright protected works in certain ways without permission. See the [Instructors](#) section of the copyright website for more information about the licenses and exceptions that allow you to use copyright protected material in your teaching.

The next three questions will ask about your familiarity with these licenses and Copyright Act exceptions.

These links will provide additional information for the following questions:

Q7: [Creative Commons](#)

Q8: [Copyright FAQs for Instructors on library reserves, electronic resources and interlibrary loan](#)

**Q6 . Are you familiar with fair dealing, a users' rights exception in the Copyright Act, and how it applies to teaching? Please select one option.**

- Yes, I understand and apply fair dealing when copying and distributing materials in my courses.
- I think I understand fair dealing but haven't applied it.
- I've heard of fair dealing but am unsure how it applies to my teaching.
- I haven't heard of fair dealing.

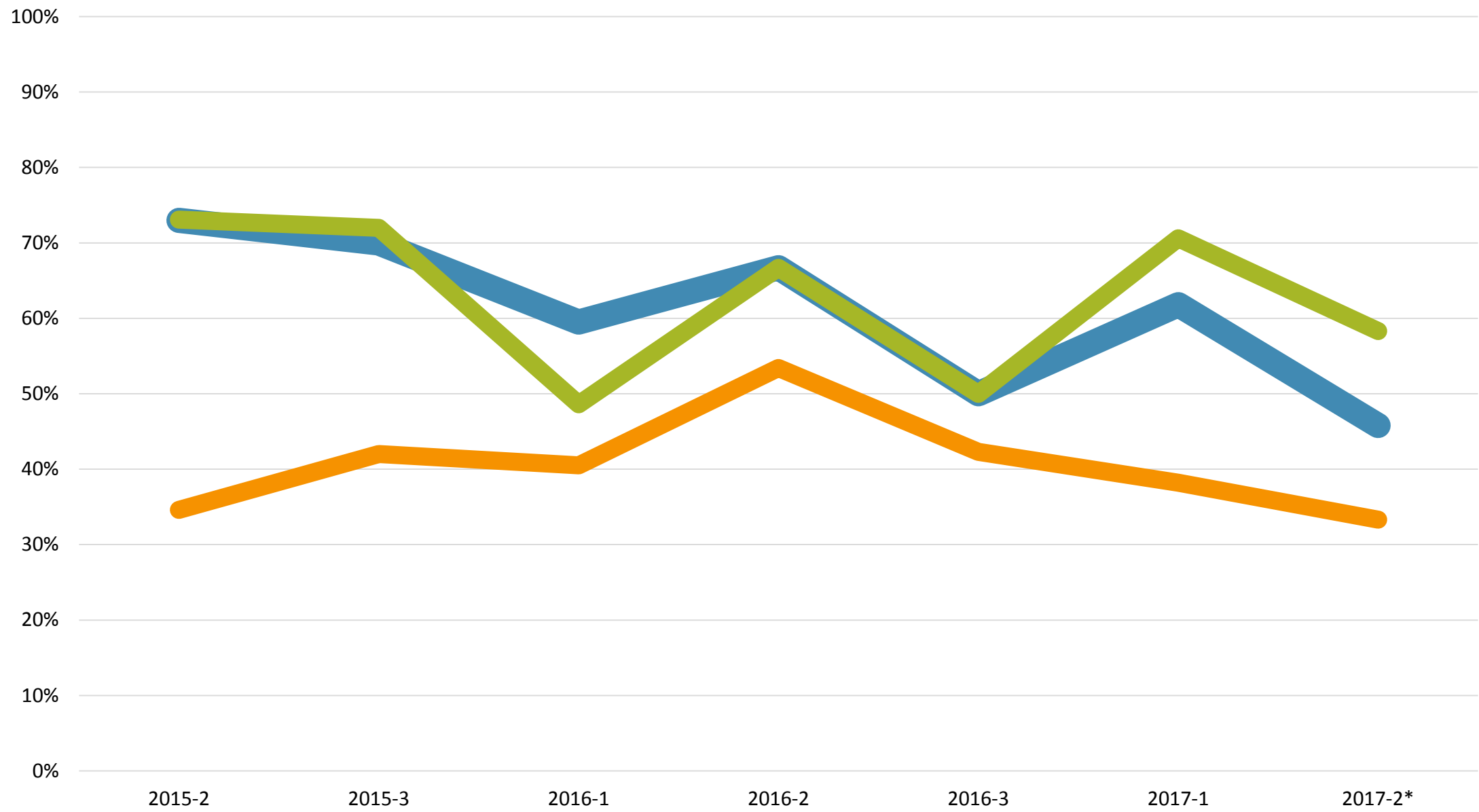
**Q7 . Are you familiar with Creative Commons licenses (see link above), licenses applied by authors and other creators to their materials which make them more flexible to use? Please note that this is also the licensing scheme generally used by Open Access publications. Please select one option.**

- Yes, I am familiar with Creative Commons licenses, and use such licensed material in my courses (whether from an Open Access publication or other source).
- I have used Open Access publications, but wasn't aware of whether they had a Creative Commons license.
- I have heard of Creative Commons, but haven't used such licensed material.



# Are you aware of these copyright resources?





Copyright Office

Workshops

Website

\*Summer 2017 preliminary data



How are copyright administrators reaching instructors with information about copyright and how it affects their teaching?

What are the most common methods of educating instructors, and how are these opportunities communicated?

How effective do copyright educators feel their instructional methods are at giving instructors the information they need to find, use, and create teaching materials?

- Horava, T. (2010). Copyright communication in Canadian academic libraries: A national survey. *Canadian Journal of Information and Library Science*, 34(1), 1-38. [doi:10.1353/ils.0.0002](https://doi.org/10.1353/ils.0.0002)
- Di Valentino, L. (2015). Awareness and perception of copyright among teaching faculty at Canadian universities. *Partnership: The Canadian Journal of Library and Information Practice and Research*, 10(2), 1-16. [doi:10.21083/partnership.v10i2.3556](https://doi.org/10.21083/partnership.v10i2.3556)



# Methodology





Does your institution have an office or position dedicated to copyright administration?

- a) Yes, we have a dedicated copyright office or equivalent.
- b) We don't have a dedicated copyright office, but we do have one or more positions that are expressly responsible for copyright.
- c) No, there is no centralized responsibility for copyright administration.
- d) I don't know.

If you selected “No” or “I don't know” above and are unable to address copyright education at your institution, please click below to go to the end of the survey.



Do you or does your office provide copyright education or training (e.g., workshops, online tutorials, drop-in sessions)?

Selecting “No” below will take you to the end of the survey. Thank you for your time.

- a) Yes.
- b) No (we only answer questions directly and/or provide “self-serve” material such as FAQs or subject guides).






# Follow-up survey

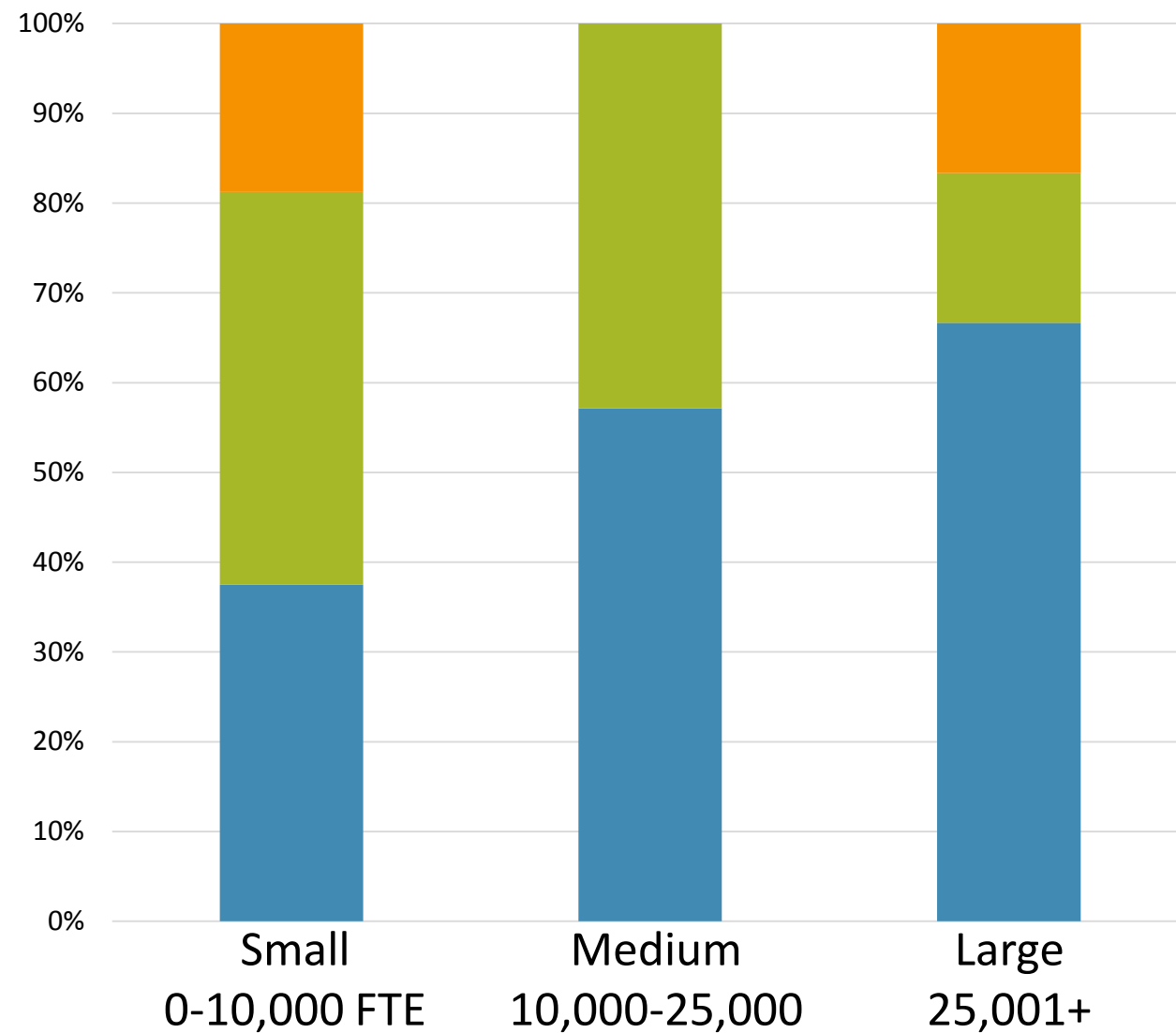


# Limitations



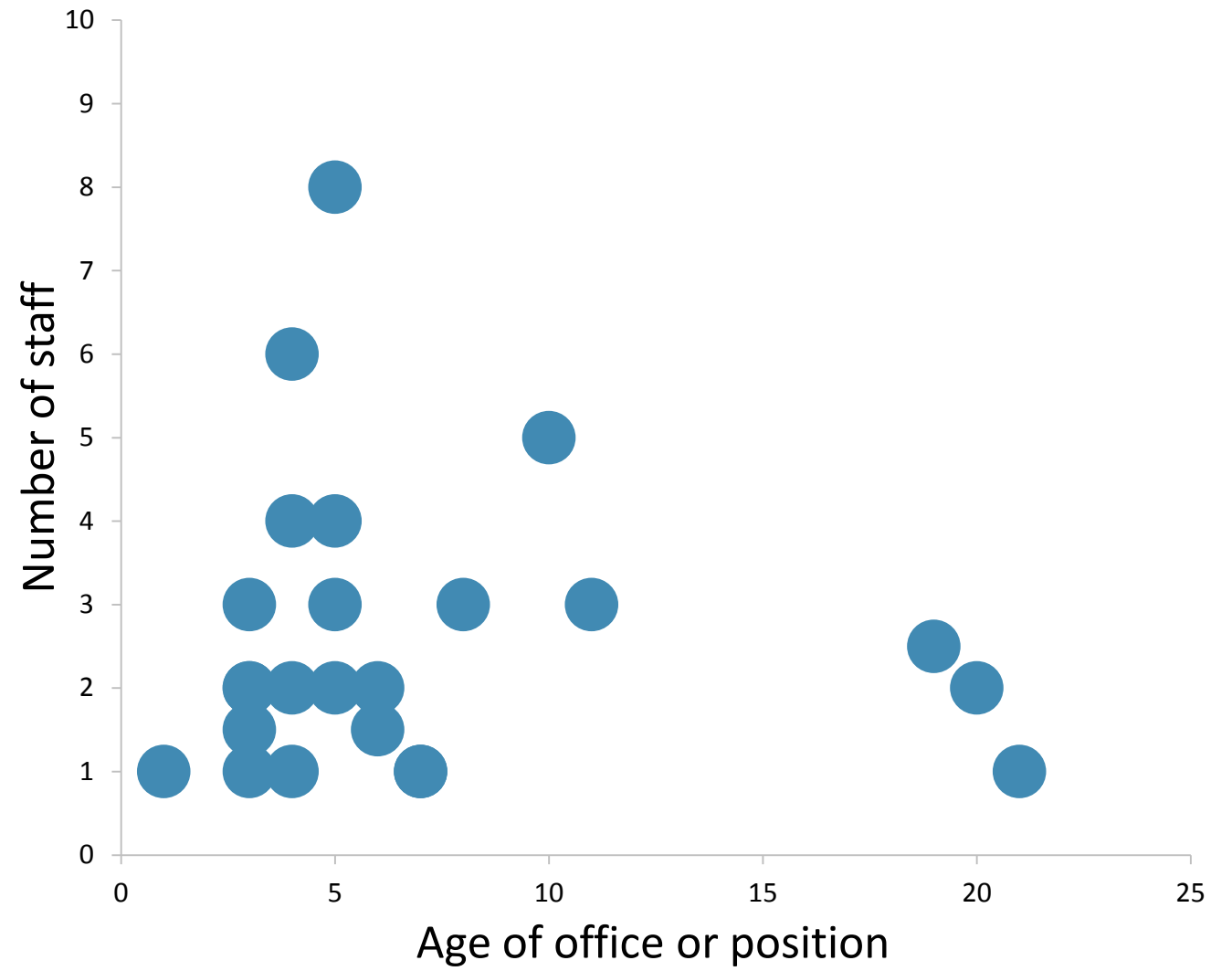
# Demographics

-  No © administration
-  Position(s)
-  Office



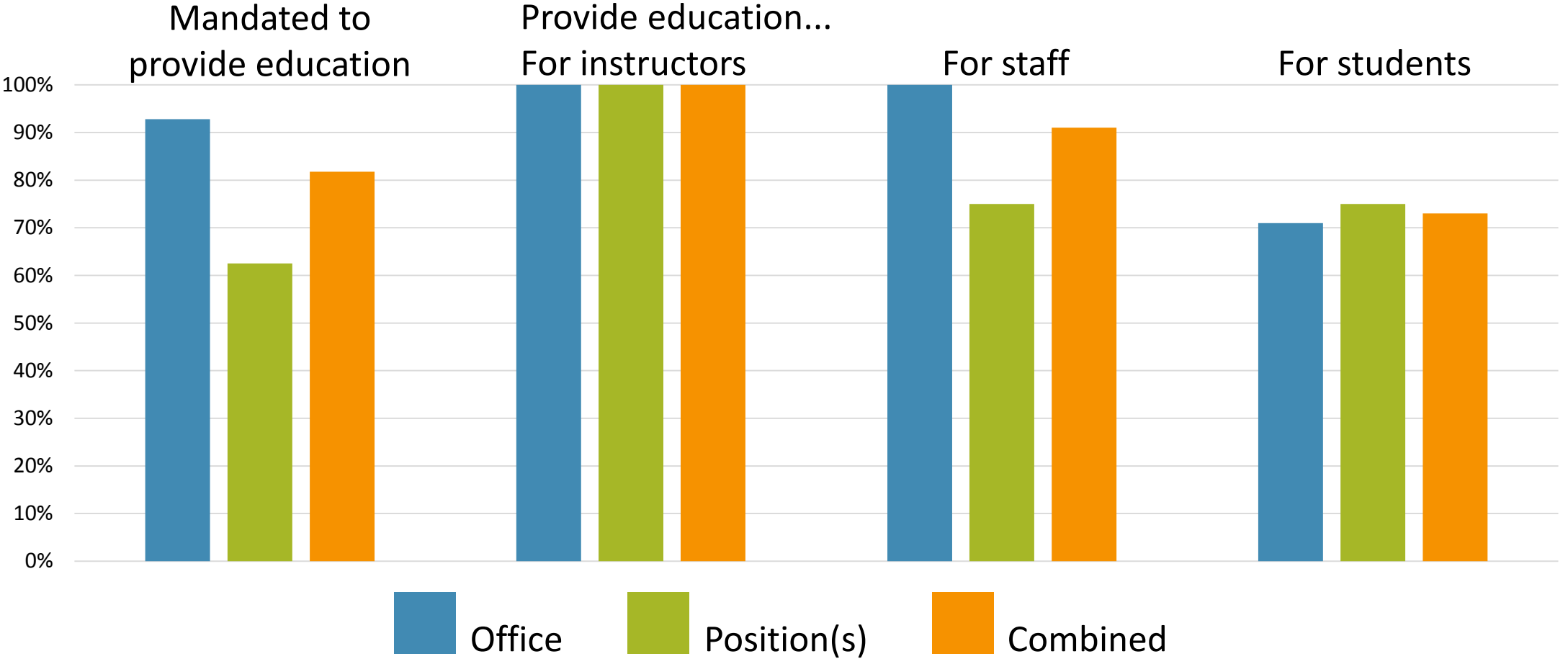


# Demographics





# Copyright education

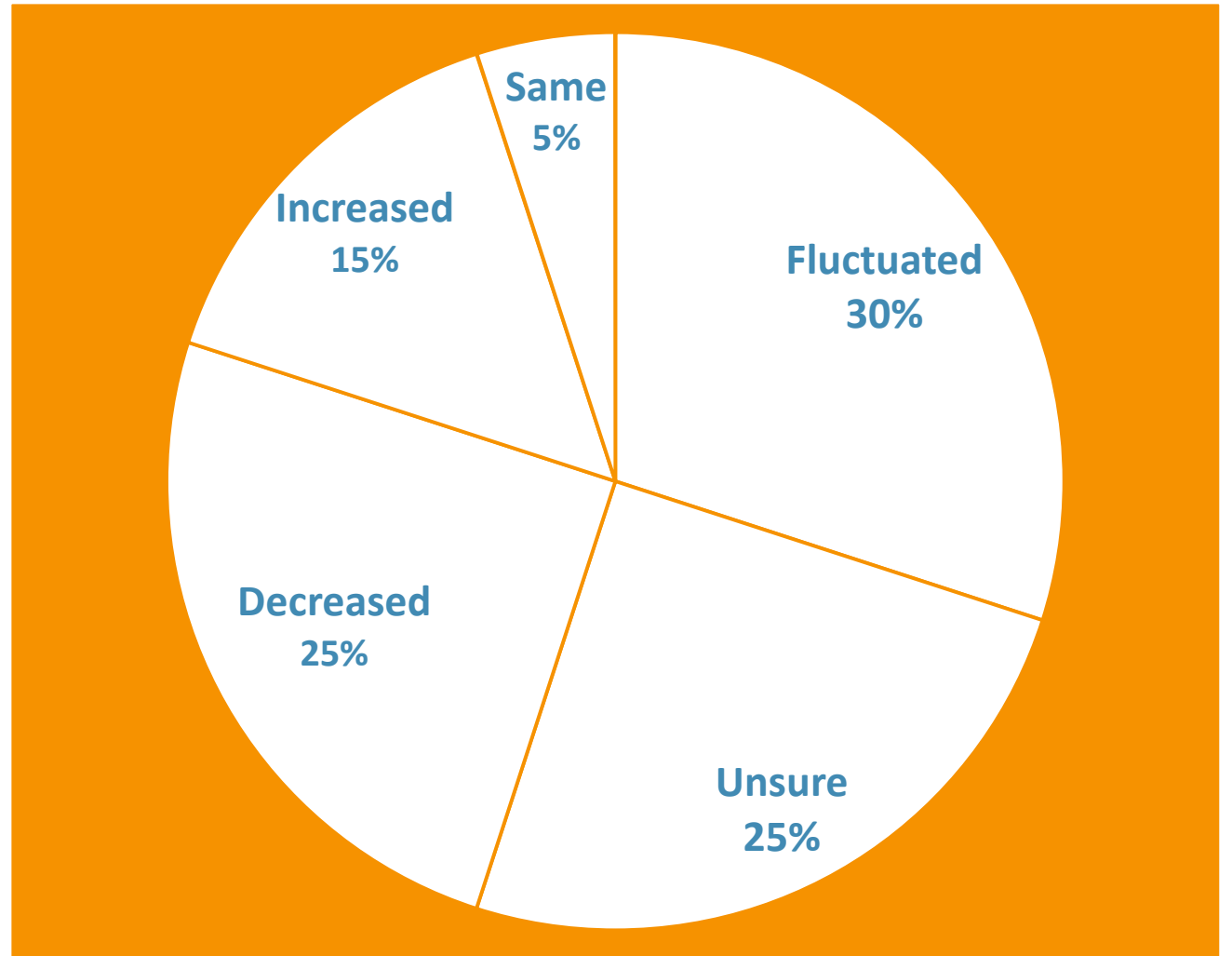




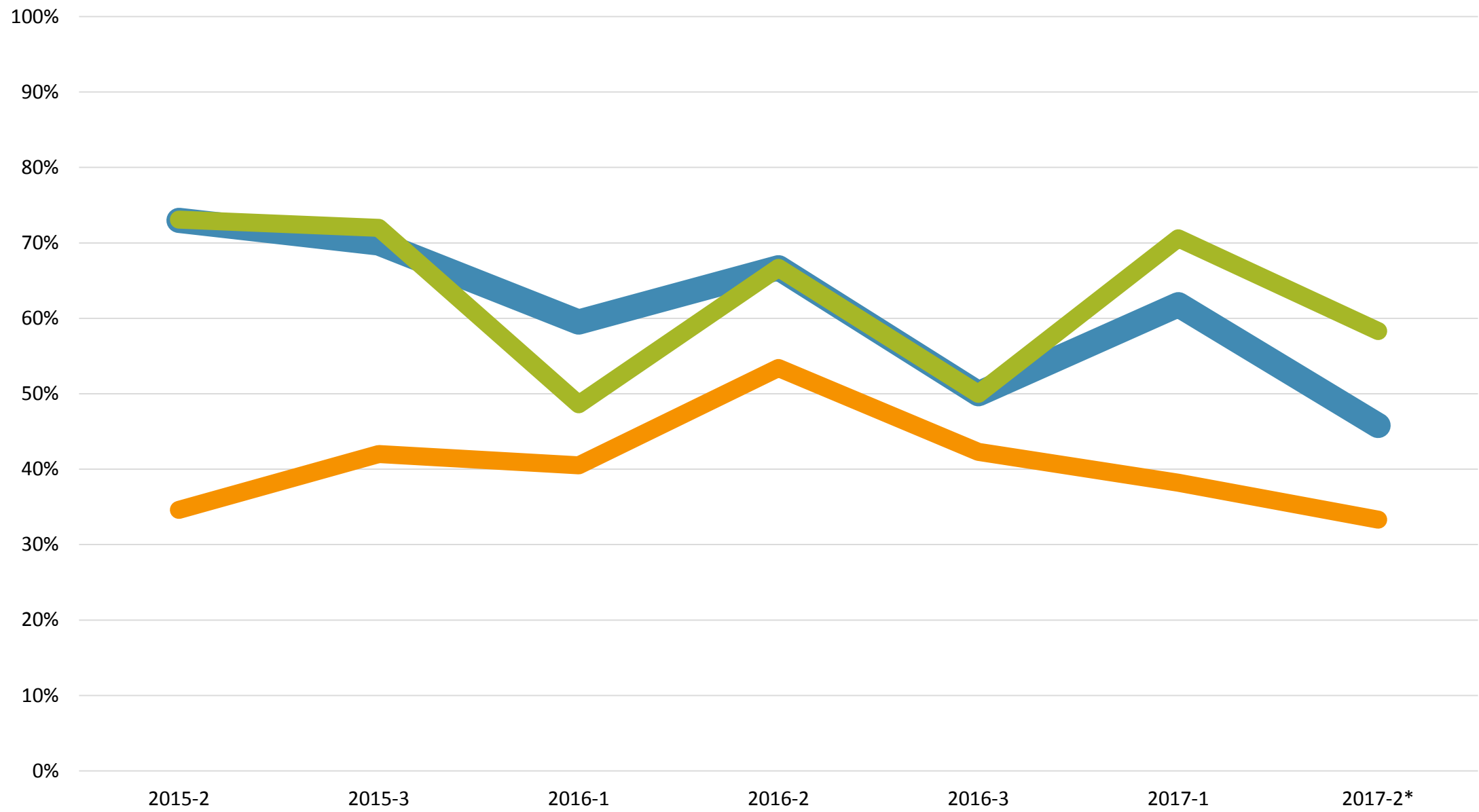
# Content and attendance

Over 60% cover

- ✓ Copyright basics
- ✓ Fair dealing and other Act sections
- ✓ Teaching with ©-protected works
- ✓ Finding open sources
- ✓ Theses
- ✓ Author rights







Copyright Office

Workshops

Website

\*Summer 2017 preliminary data

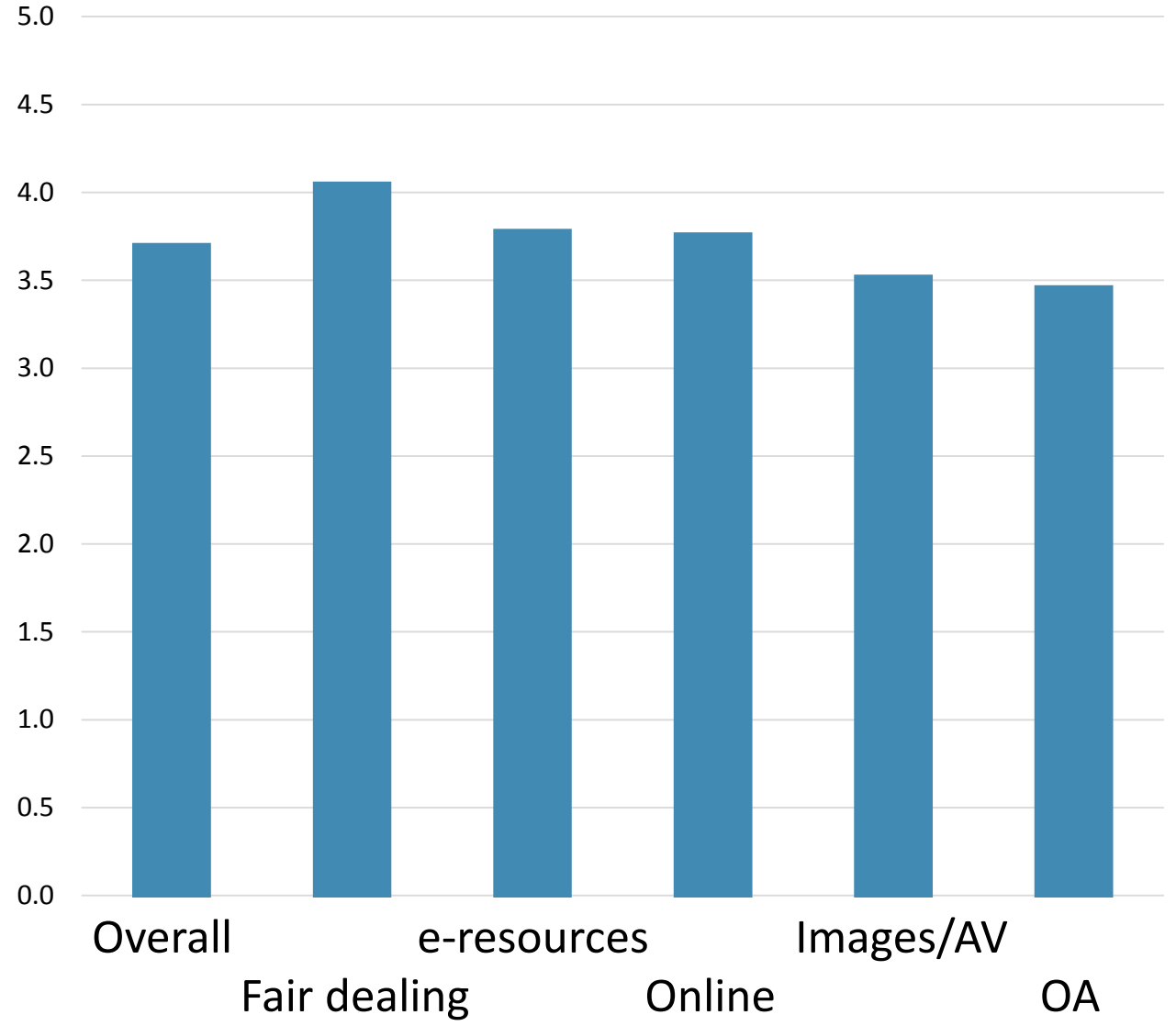


# Assessment

How confident are you that after attending or viewing your educational opportunities, instructors are familiar with the following concepts and comfortable applying them in their work?

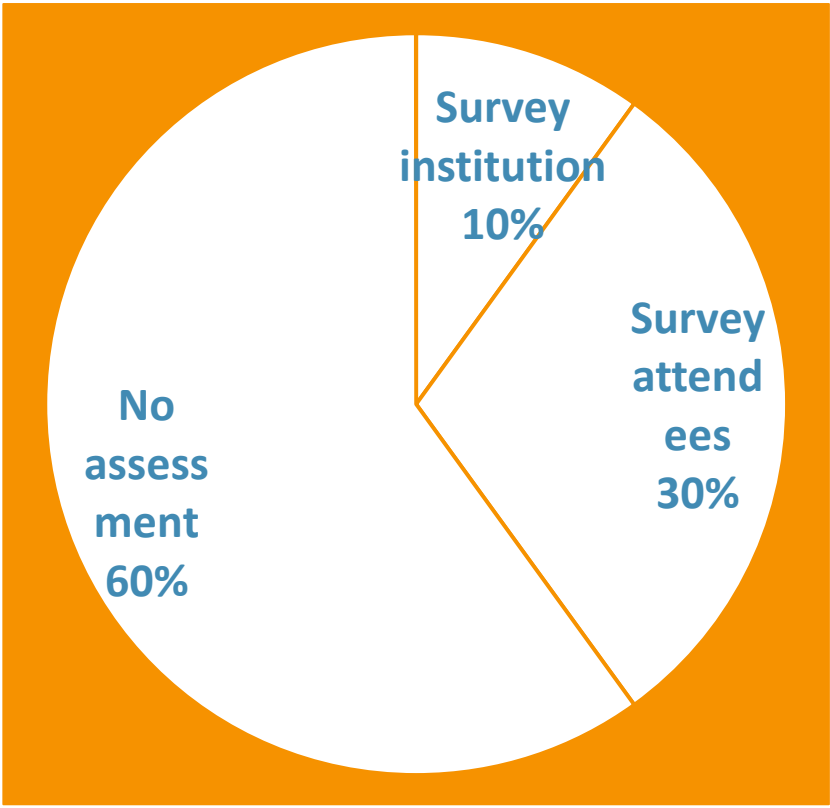
1 = Not at all confident

5 = Very confident





# Assessment

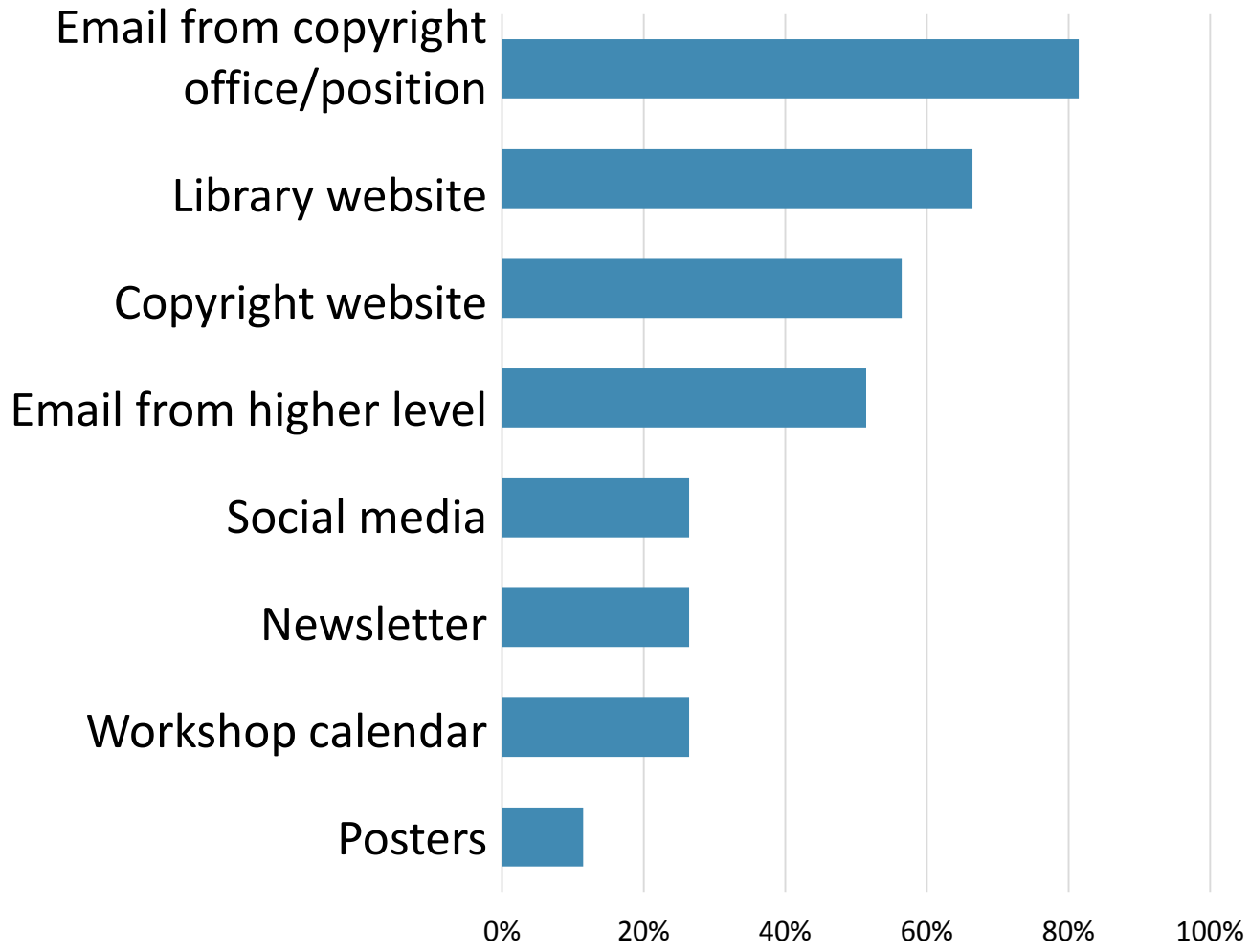




How did those respondents who do no assessment determine how effective their education is?



# Advertising





Do you feel all instructors at your institution are made adequately aware of educational opportunities?



*No, not at all adequately aware.*

*Their workloads and schedule often prevent them from noticing.*

*No.*

*No.*

*I would say yes, when Library copyright sessions are offered... faculty are aware.*

*Where it is a bit harder is with sessionals (or part-time academics).*

*I think there should be more educational opportunities than there are, and I'm not sure how to go about implementing them and raising awareness.*

*It is almost impossible to reach out to [part-time instructors].*



# Problems



*On demand, just in time, in person,  
when they want to know seems to  
be effective.*





A more strategic approach:



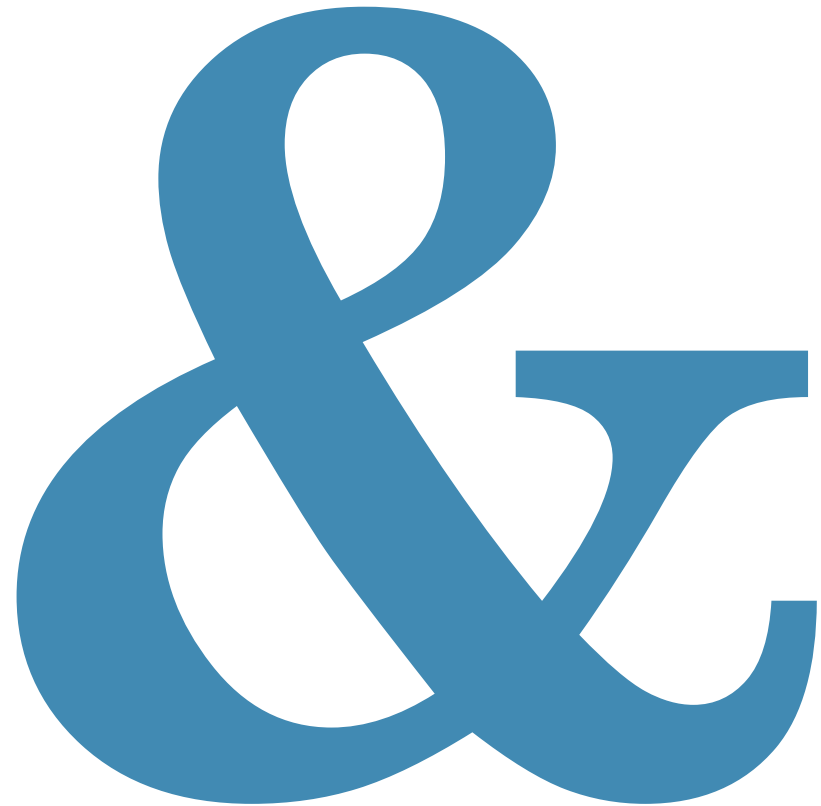
# 1

Go to and through departments

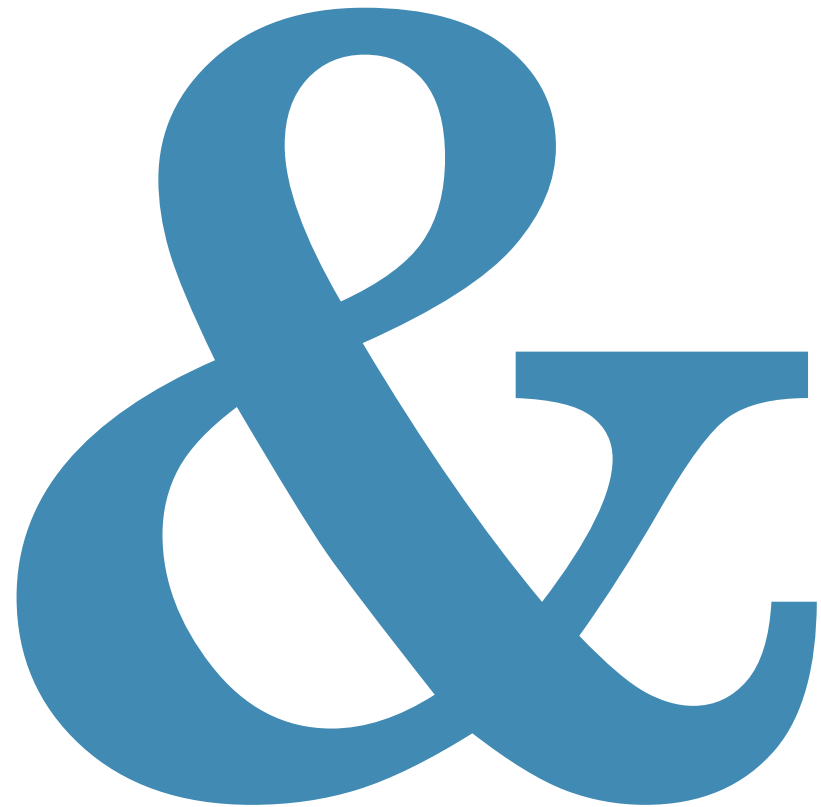


2

Find the most effective source for messaging



Reach part-time, sessional, and distance instructors



Evaluate and assess copyright  
education



# Further details & further study

Zerkee, J. (2016). Approaches to copyright education for faculty in Canada. *Partnership: The Canadian Journal of Library and Information Practice and Research*, 11(2), 1-28. [doi:10.21083/partnership.v11i2.3794](https://doi.org/10.21083/partnership.v11i2.3794)

HELP    BORROW    FACULTY

Search

**Copyright at SFU: Instructors**

- Home
- FAQs
- Resources
- Contact us

[Home / Help / Academic integrity / Copyright / Instructors](#)

## Copyright for instructors at SFU

Canada's [Copyright Act](#) and SFU's [copyright policies](#) affect the ways in which you can copy and distribute materials as well as tools, resources and links related to using copyright protected materials in your teaching. [Below](#) you will also welcomes requests for departmental workshops year-round in any length and format, such as full-length workshops or casual "lunch & learns."

Instructors also create copyright protected works, whether teaching materials, written works for publication, conference presentations, etc. You may also find the [Authors & other creators](#) section useful.

Please review this website for answers to your questions and contact the Copyright Office ([copy@sfu.ca](mailto:copy@sfu.ca)) if you do not find the answer you need.

### USING COPYRIGHT PROTECTED MATERIALS FOR TEACHING PURPOSES AT SFU

**Using a short excerpt?**  
Follow these **fair dealing guidelines**.

Under fair dealing for the purpose of education, you may copy and communicate to your class one short excerpt (10% or 1 chapter, article, or music track)\* from a copyright protected textual work, audio or video work, or artistic work, regardless of format.

\*see full infographic for complete definition of short excerpt

**Want to use more?**  
Use one of these **exceptions from the Copyright Act**.

Under educational exceptions in the Copyright Act, you may copy an entire work for use in the classroom or in an exam or play an entire musical work or film in the classroom,\* regardless of format. You can copy and communicate to your students most works found on the Internet.\*

\*see full infographic for conditions

Resources licensed by SFU Library can be used in various ways depending on their licenses.

See the full [infographic](#) for details and conditions.

[copy@sfu.ca](mailto:copy@sfu.ca)  
[copyright.sfu.ca](http://copyright.sfu.ca)

...uploaded the following types of materials. Please select all that apply.

- Photograph
- Diagram/chart/table
- Illustration/artwork
- Map
- Other
- None

**Q14 . Which of the following copyright provisions have you used in order to be able to include third-party audiovisual materials in your Canvas courses? Please select all that apply.**

- Fair dealing
- Another exception in the Copyright Act (e.g. educational exceptions)
- Public domain (copyright has expired)
- Creative Commons license
- Open Access source
- Library license
- Permission from the copyright holder/licensed the material distributor
- Purchased course materials (e.g. supplementary material for a textbook)

Canvas survey

...questions addressed...

...of the workshop.

...facilitators when I asked.

...know where to find the answer and/or who to contact.

...did I still don't know how or where to find an answer.

**Please indicate your level of agreement with the following statements:**

|   | Strongly disagree     | Disagree              | Neither agree nor disagree | Agree                 | Strongly agree        |
|---|-----------------------|-----------------------|----------------------------|-----------------------|-----------------------|
| The facilitators made good use of the time allotted :                                     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The facilitators seemed knowledgeable about the topic :                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The facilitators' presentation style was effective :                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The content of the workshop was well-organized :  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The workshop improved my understanding of copyright as it applies to teaching :           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| I am more confident about using copyright-protected works in teaching than I did before : | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The knowledge and skills I learned will be useful in my work :                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |
| The workshop was useful to me and others :  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>      | <input type="radio"/> | <input type="radio"/> |

Workshop feedback

## Workshops

### Copyright in the Classroom Workshop for Instructors

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Bring your copyright questions and concerns.

Visit the [copyright website](#) for FAQs, resources, links and [videos](#). Contact the Copyright Office if you need more information.

If you can't make it, the Copyright Office welcomes requests for custom workshops.

### Upcoming Workshops

Our upcoming workshops will be posted soon.

Part 1: Do I need to worry about copyright in my courses?

COPYRIGHT

Videos



Thank you

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