



CHECK BEFORE YOU COPY/SCAN

UBC is not responsible for infringing copies made or transmitted by photocopiers and scanners made available on its premises.

Copyright law applies to you and the material you are about to copy or scan.

Copying or scanning a copyrighted work is copyright infringement, unless:

you are acting under an exception to copyright infringement (several of which are described below),

or

you have permission from the copyright owner.

See the Copyright Guidelines for UBC Faculty, Staff and Students (copyright.ubc.ca) for more information.

Infringing copyright can have serious legal and financial consequences for you and UBC.

Common Exceptions to Copyright Infringement

FAIR DEALING: anyone may make a copy for purposes of research, private study, criticism, review, news reporting, education, parody or satire, provided the copying is fair.*

In practice, this means that if you are UBC faculty or staff, and you are making a copy for any of the purposes listed above, you may copy or scan up to 10% of a copyrighted work, or the following, whichever is greater:

- one chapter from a book;
- a single article from a periodical;
- an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart and plan) from a copyrighted work containing other artistic works;
- an entire newspaper article or page;
- an entire single poem or musical score from a copyrighted work containing other poems or musical scores; or
- an entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference work

* see Section 3(A) of the Copyright Guidelines for UBC Faculty, Staff and Students (copyright.ubc.ca) for more information.

OTHER EXCEPTIONS

If you are UBC faculty or staff, you may copy or scan the following:

- A work to display in a UBC classroom, provided the work is used for the purpose of education and training and is not already available in a commercial format;
- A work as required for a test or examination, provided the work is not already available in a commercial format; and
- An entire work (other than a film or movie) for the purpose of making the work available in an alternative format including translation, adaptation and performance in public (except the making of a large-print book) for the purpose of serving students with perceptual disabilities as long as such adaptation is not already commercially available in that format.

SUPPORT AND HELP

Please contact the Scholarly Communications & Copyright Office (see the Help & Resources section of copyright.ubc.ca), which has experienced staff available to assist you.

General contact details:

Vancouver Campus
copyright.services@ubc.ca

Okanagan Campus
copyright.ok@ubc.ca

