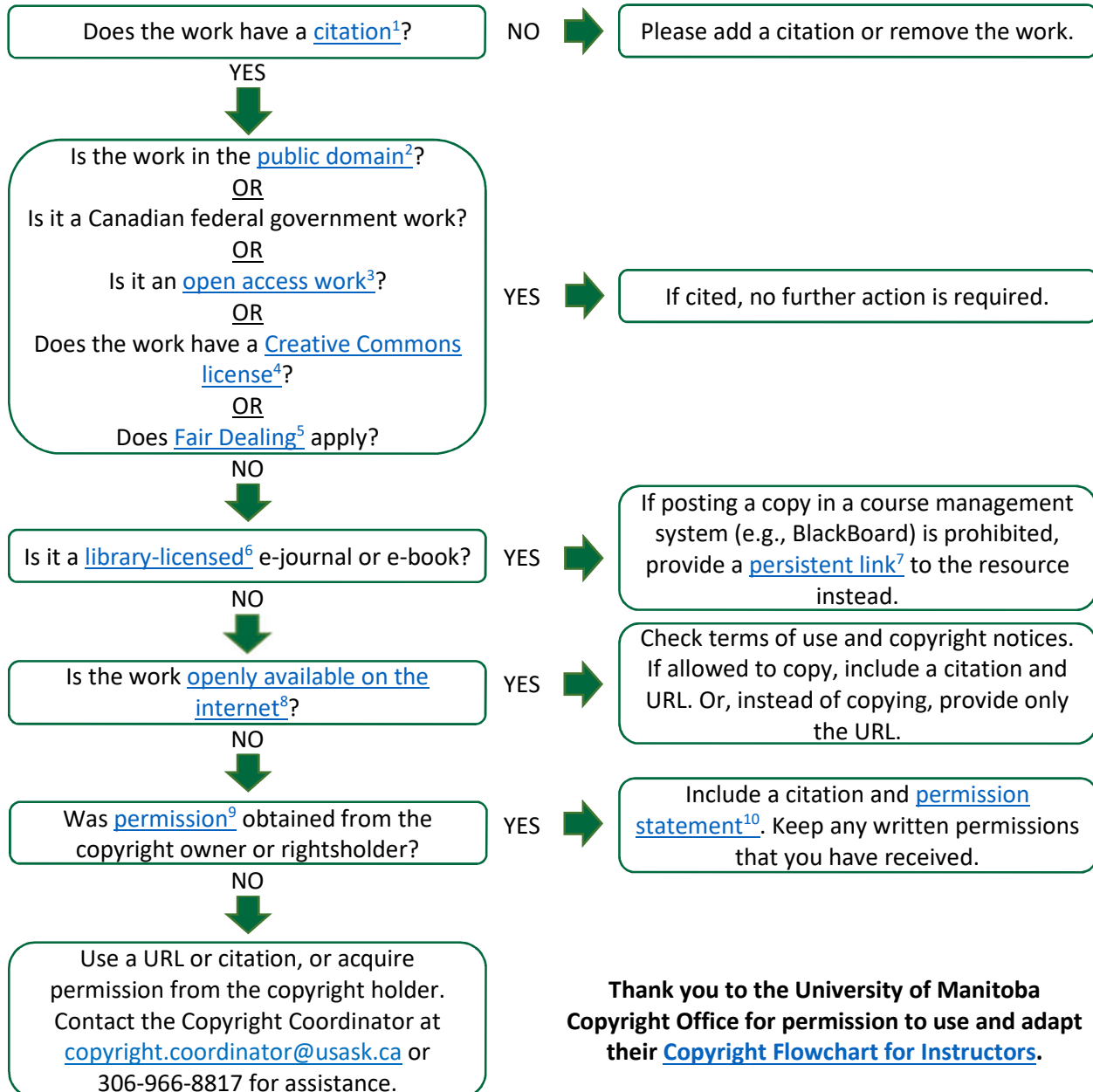


## Copyright Flowchart for Distributing Course Materials

The purpose of this flowchart is to help you determine how to distribute (in hardcopy or via a course management system, e.g., Blackboard) copyright-protected works to students in your courses, and to help you determine whether any works that you would like to distribute require permission or a license from the copyright holder.

### Start Here:





**Thank you to the University of Manitoba  
Copyright Office for permission to use and adapt  
their [Copyright Flowchart for Instructors](#).**

### Need more information?

See page two of this document for additional details and links to more information about the numbered terms in this flowchart.



# Copyright Flowchart for Distributing Course Materials

1. Please include **citations** with ALL copyright-protected materials distributed in your courses, including ALL images in PowerPoint or other slides distributed to students. (Note that image citations can all be listed at the start or end of the slides). The citation must include the source of the work and, if available, the creator.
2. **Public domain** works are those for which the term of copyright has expired. Generally, works enter the public domain 50 years following the end of the year in which the work's creator passed away. For more information on public domain works, see <https://library.usask.ca/copyright/general-information/public-domain.php>.
3. **Open Access** works are freely available materials (including a growing number of peer-reviewed journal articles) that can be copied and distributed for non-commercial purposes without permission from the copyright holder. For more information about Open Educational Practices, visit <https://teaching.usask.ca/curriculum/open-educational-practices.php>.
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5. **Fair Dealing** is an exception in the Canadian Copyright Act that allows for reproduction of portions of materials protected by copyright without permission for the purpose of private study, research, criticism, review, news reporting, parody, satire or education. The USask Fair Dealing Copyright Guidelines are available at <https://library.usask.ca/copyright/general-information/fair-dealing-guidelines.php>.
6. **Library licenses** are agreements that the university has made with electronic resource providers regarding copyright allowances for library e-resources. Licenses usually specify whether a copy of an e-resource can be posted in a course management system (CMS) such as BlackBoard. When you click the  Full text online  button in the library catalogue search results, the abbreviated license information that appears will look something like this:



For details of what the license information means, click **More info** which will take you to a page such as this: <https://ocul.scholarsportal.info/saskatchewan/pediatrics>

7. **How to create Persistent Links/Permalinks to Library E-Resources** – The USask Libraries has built a simple tool for creating persistent links to e-resources. The tool is available here: <http://libguides.usask.ca/directlinking>
8. Copying and distributing **works openly available on the internet** in a course is permitted under the following conditions: i) you cite the source (i.e., the URL) and, if available, the creator; ii) the work appears to be legally posted online; and iii) there is no clearly visible notice (more than just the copyright symbol ©) prohibiting the activity. Look under the “Terms of Use” or “Legal/Copyright Notices” of the webpage for information on permissible uses and contact information for permissions. For more information on works available through the internet, see <https://library.usask.ca/copyright/general-information/copyright-guidelines.php>.
9. If **copyright permission or a license** is required for your use of materials, first check the Copyright Clearance Center (CCC) website at [www.copyright.com](http://www.copyright.com) to see whether you can acquire clearance there. If the work cannot be cleared through the CCC, determine the copyright holder (almost always the creator or the publisher of the work) and contact them via e-mail. Provide as much detail as possible about how you would like to use the material. Always keep a copy of written proof of permission from the rightsholder. For more information, visit <https://library.usask.ca/copyright/general-information/copyright-guidelines.php>.
10. **Add a permission statement** to any materials that required permission or a license that says something to the effect of “Used with permission from [Rightsholder Name].”