# C CHECK BEFORE YOU COPY/SCAN



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- 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**

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#### 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:

- a. one chapter from a book;
- b. a single article from a periodical;
- c. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart and plan) from a copyrighted work containing other artistic works;
- d. an entire newspaper article or page;
- e. an entire single poem or musical score from a copyrighted work containing other poems or musical scores; or

# **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.
- f. 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.

#### 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 lori.walter@ubc.ca

