Copyright Toolkit for Manitoba Post-Secondary Institutions

Created by: [Assiniboine Community College](#) (ACC) and [University College of the North](#) (UCN)

Duration: Between 30 and 45 minutes, including activities and self-checks.

Modality: Asynchronous, self-study

This toolkit aims to empower stakeholders in Manitoba post-secondary institutions to make informed choices regarding copyright compliance.

The primary reference and inspiration for this toolkit is the [Copyright Open Educational Resource for University Instructors and Staff](#) from the [Canadian Association of Research Libraries (CARL)](#).

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TRADITIONAL TERRITORIES ACKNOWLEDGEMENT

Assiniboine Community College campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis nation. We also recognize other Treaty Territories where our community-based training takes place. We welcome students who seek knowledge here.

Campus Manitoba's administrative office is located on Treaty 2 territory, with offices in Treaty 1 territory, the shared traditional lands of Anishinaabeg, Cree, Oji-Cree, Assiniboine, Dakota, and Dene Peoples, and the homeland of the Métis Nation. Let this acknowledgement be an opening for us to learn more about the land we live on and envision a way to challenge racism, inequality, and colonialism.

University College of the North

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous people, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown, and the territory has also become home to other Indigenous people. We uphold the treaties and collaborate with all Indigenous people to share truth, reconciliation, and learning.

COPYRIGHT AND ATTRIBUTION FOR COPYRIGHT TOOLKIT FOR MANITOBA POST-SECONDARY INSTITUTIONS

About the module

'Copyright Toolkit for Manitoba Post-Secondary Institutions' was created by Assiniboine Community College and University College of the North, in partnership with Campus Manitoba.

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MODULE 2: BUILDING COPYRIGHT LITERACY

Welcome to the Building Copyright Literacy online module!

We are happy to have you here, and we hope that this information will be invaluable to your current work at a Manitoba post-secondary institution.

Click on the following video to learn more about what to expect in this module.

> *One or more interactive elements has been excluded from this version of the text. You can view them online here:* *https://pressbooks.openedmb.ca/postsecondarycopyright/?p=55#video-55-1*

MODULE AT A GLANCE

This module is designed to help you understand the fundamentals of copyright law in the context of your role at a post-secondary institution in Manitoba.

With the rapid growth of online information and technology, it is an exciting time to have a clear understanding of copyright law to avoid infringing on the rights of others, and to protect your own work.

This module will equip you with the knowledge and skills necessary to start navigating the sometimes complex world of copyright law in Canada.

Questions to help guide your learning:

- Are my activities as a user of works compliant with Canadian copyright law?
- How can I ensure that I am compliant with Canadian copyright law and avoid infringing

on the rights of others, or having their work infringed upon?
- How is copyright addressed at my institution?

Learning outcomes

At the end of this module, you should be able to:

- Discuss copyright literacy in the context of your role at a post-secondary institution.
- Differentiate protected from non-protected work at your institution based on Copyright Act guidelines.
- Discover various ways to ensure activities are compliant with Canadian copyright law.
- Identify opportunities to engage with copyright proactively at your institution.

How to proceed:

1. Take the Pre-Module Self-Check to gauge your current knowledge of copyright and related topics.
2. Review the lessons throughout the module.
3. Participate in a variety of activities to reinforce the concepts discussed in the module.
4. Take the Post-Module Self-Check to reflect on your learning journey, thus far.

PRE-MODULE SELF-CHECK

We invite you to assess your current knowledge of copyright in Canada by answering the following questions.

Please note that there are no right or wrong answers in this self-check. You are welcome to print your responses for reference.

An interactive H5P element has been excluded from this version of the text. You can view it online here:
https://pressbooks.openedmb.ca/postsecondarycopyright/?p=94#h5p-2

COPYRIGHT LITERACY IN THE CONTEXT OF YOUR ROLE AT A POST-SECONDARY INSTITUTION

Lists of 21st-century literacies often include information, digital, financial, health, and critical literacies, among others.

In the context of this module, **copyright literacy** is the ability to understand and apply copyright law to your work as a post-secondary institution employee. Being aware of the laws and regulations that govern the use of copyrighted materials in Canada is helpful. These laws and regulations are what inform the related policies and practices of your college or university.

There are many aspects of copyright literacy, including:

- the legal framework of copyright;
- the use of learning materials in face-to-face or online learning environments, and;
- the use of learning materials for research purposes.

Understanding and interpreting copyright law is an important skill for instructors and faculty, researchers, librarians, and support staff who work with copyright materials. Manitoba's colleges and universities are home to hundreds of professionals who possess a wide range of training, support, guidance, and expectations related to copyright.

Personal Reflection

What does copyright mean to you in the context of your role at a post-secondary institution?

DIFFERENTIATING PROTECTED FROM NON-PROTECTED WORK AT YOUR INSTITUTION BASED ON COPYRIGHT ACT GUIDELINES

The Canadian Copyright Act provides guidelines for determining what is considered protected work.

Click to turn the following cards for more information on differentiating protected work vs. non-protected work.

An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://pressbooks.openedmb.ca/postsecondarycopyright/?p=113#h5p-3

It is important to know the difference between protected and non-protected work, as this will help you determine what materials can be used without permission, and what materials will require permission or a license.

Remember that under Canadian copyright law, expressions of ideas in fixed forms such as written or recorded works are protected, while the underlying ideas themselves are not.

- This means that the curriculum, lectures, lab procedures, diagrams, and other fixed expressions of ideas created by college and university staff are protected by copyright, while the underlying ideas they convey are not.

ACTIVITY: PROTECTED VS. NON-PROTECTED WORK

An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://pressbooks.openedmb.ca/postsecondarycopyright/?p=228#h5p-4

Please note:

- You will ***not*** be graded in this activity, as it is intended to help you review your current understanding of what constitutes protected and non-protected work in post-secondary institutions.
- We encourage you to revisit Differentiating Protected from Non-Protected Work at Your Institution Based on Copyright Act Guidelines if you need further clarification, or connect with your institutional copyright office/contact person.

VARIOUS WAYS TO ENSURE ACTIVITIES ARE COMPLIANT WITH CANADIAN COPYRIGHT LAW

There are many ways to ensure that your activities are compliant with Canadian copyright law.

Click on the following tabs to learn more about these strategies:

An interactive H5P element has been excluded from this version of the text. You can view it online here:
https://pressbooks.openedmb.ca/postsecondarycopyright/?p=131#h5p-9

ACTIVITY: COPYRIGHT COMPLIANCE

An interactive H5P element has been excluded from this version of the text. You can view it online here:

https://pressbooks.openedmb.ca/postsecondarycopyright/?p=237#h5p-8

Please note:

- You will ***not*** be graded in this activity, as it is only intended to help you gauge your knowledge of copyright compliance at your institution.
- We encourage you to revisit Various Ways to Ensure Activities are Compliant with Canadian Copyright Law if you need further clarification, or connect with your institutional copyright office/contact person.

OPPORTUNITIES TO ENGAGE WITH COPYRIGHT PROACTIVELY AT YOUR INSTITUTION

Identifying opportunities to engage with copyright proactively at a Manitoba college or university can lead to a better understanding of copyright laws, and how to use copyrighted material ethically and legally.

Review the next few pages to learn more about the following opportunities:

1. Policies, guidelines, and support staff at your institution
2. Workshops and training sessions
3. Copyright advocacy efforts

OPPORTUNITY # 1: POLICIES, GUIDELINES, AND SUPPORT STAFF AT YOUR INSTITUTION

One opportunity to engage with copyright proactively is centred around policies, guidelines, and support staff at your institution.

A copyright policy outlines the institution's approach to copyright compliance and provides guidance to employees on the use of copyrighted materials. It can help to ensure that employees understand their responsibilities and reduce the risk.

Developing policies and guidelines can involve consultation with legal counsel and other experts in copyright law to ensure that they are comprehensive, clear, and in line with current laws and regulations. By implementing policies and guidelines for the use of copyrighted material, the institution can create a culture of respect for copyright and promote the ethical and legal use of copyrighted material.

Part of college and university policy will specify if the institution or employee holds intellectual property or copyright to the employee's work for the institution.

- **Intellectual property** is a broad concept that encompasses various types of creations. In Canada, this covers trademarks, patents, trade secrets, and industrial designs.
- **Copyright** is also one type of intellectual property, protecting fixed expressions of written, musical, dramatic, artistic, and other works.

Personal Reflection

Do you have a copyright policy at your college or university?

Is there a copyright office, officer, librarian, or other designated support staff member?

Who holds copyright or intellectual property to work at your institution?

OPPORTUNITY # 2: WORKSHOPS AND TRAINING SESSIONS

A second opportunity to engage with copyright proactively is offering or attending workshops and training sessions for students and staff on copyright laws and how to navigate the often complex world of copyright.

These workshops can cover a range of topics, such as:

- how to obtain permission to use copyrighted material;
- how to locate open-access resources, and;
- how to avoid infringing on the rights of others when using file-sharing sites or Large Language Models (LLMs) like ChatGPT.

By offering these workshops, students and staff can develop a greater appreciation for the importance of copyright and its impact on their work.

OPPORTUNITY # 3: COPYRIGHT ADVOCACY EFFORTS

A third opportunity to engage with copyright proactively is to participate in copyright advocacy efforts at the institutional and provincial levels.

This can involve working with organizations to advocate for policies and laws that support fair use of copyrighted material, such as (clickable links):

- Canadian Association of Research Libraries (CARL)
- Canadian Federation of Students
- Universities Canada (formerly the Association of Universities and Colleges of Canada)

By participating in copyright advocacy efforts, institutions can ensure that their voices are heard in important discussions on copyright policy and can help shape the future of copyright law in Canada.

MODULE SUMMARY

Congratulations on completing the Building Copyright Literacy online module!

Through this module, you have:

- gained a deeper understanding of copyright law as it applies to your role at a post-secondary institution in Manitoba;
- learned how to differentiate between protected and non-protected work based on the Canada Copyright Act;
- discovered various ways to ensure your activities are compliant with Canadian copyright law, and;
- identified opportunities to engage with copyright proactively at your institution.

As the world continues to experience rapid growth in online information and technology, copyright law has become increasingly important in avoiding infringement on the rights of others and protecting the work of yourself and your institution. This module has equipped you with the knowledge and skills necessary to start navigating the sometimes complex world of copyright law in Canada.

We hope that you will continue to apply this knowledge in your work at your institution, promoting a culture of integrity, respect, and innovation throughout Manitoba.

POST-MODULE SELF-CHECK

We invite you to reflect on your learning journey regarding copyright in Canada by answering the following questions.

Please note that there are no right or wrong answers in this self-check. You are welcome to print your responses for reference.

An interactive H5P element has been excluded from this version of the text. You can view it online here:
https://pressbooks.openedmb.ca/postsecondarycopyright/?p=196#h5p-10