

Appendix H

George Brown College Photocopier / Scanner Guidelines

Your departmental photocopier may be used to copy and communicate **short excerpts of** copyright protected works in paper or electronic format subject to the following guidelines:

1. The short excerpt will be used for purposes of research, private study, criticism, review, news reporting, **education**, satire and parody.
2. **The source and, if given in the source, the name of the author or creator of the work is shown on copies made for news reporting, criticism and review.**
3. The copying of the short excerpt is limited to **a single copy** for **each student** enrolled in a class or course for distribution or communication as:
 - a. **a class handout**, or
 - b. **a posting to a learning or course management system** that is password protected or otherwise restricted to students of a school or post-secondary educational institution
4. The copy limitations of a **short excerpt** are:
 - a. up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
 - b. one chapter from a book
 - c. a single article from a periodical
 - d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
 - e. an entire newspaper article or page
 - f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
 - g. an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work
5. The copying or communicating of multiple short excerpts from the same copyright-protected work, **with the intention of copying or communicating substantially the entire work**, is prohibited.

6. Copying or communicating that exceeds the limits in the Fair Dealing Policy may be referred to copyrighthelp@georgebrown.ca for evaluation. Where the copying is found to exceed these limits, it must be done through the Xerox Copy Shop whose responsibility will include obtaining the necessary clearances.