



COURSE DESIGNER

R E S O U R C E S

Algoma
UNIVERSITY

Copyright for Course Design

The sheer volume and complexity of copyright law can be daunting, and concerns about whether or not material can safely be used in the classroom can sometimes dissuade instructors from including content. I want to encourage you to keep an open mind and to not rule out the use of any materials before checking them against these guidelines. You should always feel free to send me an e-mail (david.jamieson@algomau.ca) if you have any questions that you feel are not covered. There are a lot of corner cases in copyright and fair dealing! We want both educators and students to have access to as much material as possible, and I'll work with you to help you towards that goal.

Using Materials from Textbooks

Most publishers allow for the use of supplementary materials (PowerPoint presentations, videos, etc.) included with their textbooks, as long the textbook has been adopted as a required text in your course and the materials are stored behind a password (as they are on an LMS like Moodle or Brightspace). You can refer to this list* for more detailed information on the specific policies of various publishers.

Publisher

Permissions & Considerations

Carswell

If an instructor has adopted the textbooks for their course and the students are expected to purchase the text, the instructor may use their discretion when using the accompanying materials for instructional purposes.

Gale Cengage

The use of instructor's manuals for course instruction purposes is permitted. This includes projecting or posting content in electronic format for course presentation and printing for student instruction.

Elsevier

Only when the textbook is adopted and students are required to purchase it can faculty use the instruction materials at their discretion.

Fairchild Books

Instructor resources can be used for educational purposes only. They can be re-posted online as needed as long as it is for education. The resources cannot be reproduced or sold.

Lippincott, Williams & Wilkins	Faculty who have adopted manuals for their courses do have permission to use the material in the classroom.
Logitell	Instructors who have adopted manuals for their courses can use the accompanying material as they wish.
Macmillan	Instructors who adopt the text are allowed to use and post all of the resources that come with the text.
McGraw-Hill	Instructors can use the supplementary resources in the PowerPoint slides or on the course websites. They can distribute excerpts from the manuals but not whole chapters.
Nelson	The use of the instructor's manuals for course instruction purposes is permitted. This includes projecting or posting content in electronic format for course presentation and printing for student instruction.
Northrose	As long as the faculty have adopted the text they are free to use the instructional materials that accompany as they see fit.
Oxford University	Allows use of accompanying instructional materials when the textbook is adopted for a course.
Paradigm	As long as the students have to purchase the related textbook, the instructor can use the instructional materials as they see fit.
Pearson	Adoption of any text provides the instructor with legal permission for limited replication of any content assets found within the Instructor Support Materials.
Spectrum	The use of instruction materials for instructional purposes is permitted.
Wiley	As long as the textbook that the resources are accompanying is adopted in a course, the faculty has the right to modify and distribute the instructor materials for the purpose of teaching their course.

**Adapted with permission from Meaghan Shannon, Copyright Services Offer, Fanshawe College*

If you are using a graph/table/image from a textbook, try to make sure that you are labeling it as such, especially if combined with your original resources.

Using Materials from the Internet

While web-based content is automatically protected by copyright, it is almost always fine to provide links to websites as part of your course materials. When doing so, you should be reasonably certain that the content on the website is not itself violating copyright (e.g. hosting material that has been pirated).

You Tube

As with other web-based content, linking to YouTube videos is permitted as long as the video can reasonably be assumed to have been posted by the copyright owner. For example, a video of a TED Talk from the official TED Talk channel is fine, while a grainy video of a TED Talk uploaded by user TedTokLover3044 is likely not permitted.

If you are uploading pre-recorded lectures or supplementary materials that you have created yourself, consider uploading these directly to the LMS rather than YouTube. This will allow you to ensure that you are operating behind the password – in the confines of “virtual campus” – which becomes relevant especially if you are making use of any materials from required textbooks.

Providing Extracts as Course

Fair dealing allows you to make copies of short excerpts from works protected by copyright without asking for permission or acquiring a license. The tests for whether an excerpt is short can seem confusing, but are actually quite straightforward.

An excerpt falls under fair dealing if:

1) It is less than or as much as 10% of an entire work

OR

2) A single chapter from a book

3) A single article from a periodical

4) An entire artistic work from a copyright protected work containing other artistic works

5) An entire newspaper article or page

6) A single poem or musical score from a copyright protected work containing other poems or musical scores

7) An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.



You may choose the larger option (i.e. if the single chapter is longer than 10% of the book, that's fine).

Always make sure to correctly cite the author(s) of the materials you are extracting.

When in doubt (or even just in case), the Council of Ministers of Education, Canada (CMEC) has developed a **Fair Dealing Decision Tool**, specifically designed for assisting educators with determining whether or not their excerpt falls under fair dealing. The tool is easy to use and extremely helpful.

Your Original Materials

Any visual or written materials that you create for your course are automatically protected by copyright. You do not need to complete any other steps or forms. I would recommend that you label any original materials as your own, e.g. on the first slide of an original PowerPoint.

If you prefer, you can add a notice of copyright on your materials (© Your Name YYYY). This can be more effective in discouraging violation, but does not provide any additional legal protection.

You might also choose to license your work under a Creative Commons License. Creative commons licenses are in widespread use in government and educational institutions. They affirm an open approach to knowledge sharing. Instructors should not use a CC-NC license on materials that might be licensed for commercial purposes in the future — for example in the case of lecture posted for a course that might be used in future as part of a textbook. (As copyright only applies to particular expressions of ideas, however, materials may be licensed with CC and reworked to get around this issue if need be — different wordings or presentation make it a different work for copyright purposes). Avoid the variant licenses if you are concerned about student sharing with commercial study prep services and note-taking websites: “attribution noncommercial” will provide protection against this type of use. This approach can be combined with the fourth option in this list to clarify the status of third-party materials. To procure a CC license, go to creativecommons.org.

Free-to-Use Educational Resources

Every instructor wants to give their students the highest quality materials possible, and navigating what resources can and cannot be safely used can often seem like a hurdle in the way of assembling resources. One great method is to seek out materials that are licensed under creative commons or open access, which are designed to be shared (or sometimes modified) for no cost, in the spirit of open education. There are a number of collections that make finding specific materials very easy to find.

Image Resources

It can be difficult to find high-quality images for use in your course materials. While properly citing images found on the web is often a solution, they can be of variable quality and can come with complications in terms of copyright. Below are a number of excellent resources for finding professional quality images that are free to use as long as properly attributed.

- ➡ **Creative Commons**
- ➡ **Smithsonian Open Access**
- ➡ **Unsplash**
- ➡ **Pixabay**
- ➡ **Stockvault**



Educational Resources

While there are innumerable textbooks available for purchase to put on your course syllabi that often contain handy resources available to students upon purchase, many students face barriers in terms of cost. Even when expense is not a hurdle, instructors who are looking to enrich the quality and depth of their course materials might sometimes feel that they are limited by what is available in their chosen textbooks. Below is a list of some excellent databases of Open Commons resources that allow you to search or browse by subject, ranging from business to philosophy and everything in between. Available materials include open source textbooks diagrams, lesson plans, assessments, case studies, and interactive elements.

➡ **Open Book Publishers**

➡ **Merlot**

➡ **OER Commons**

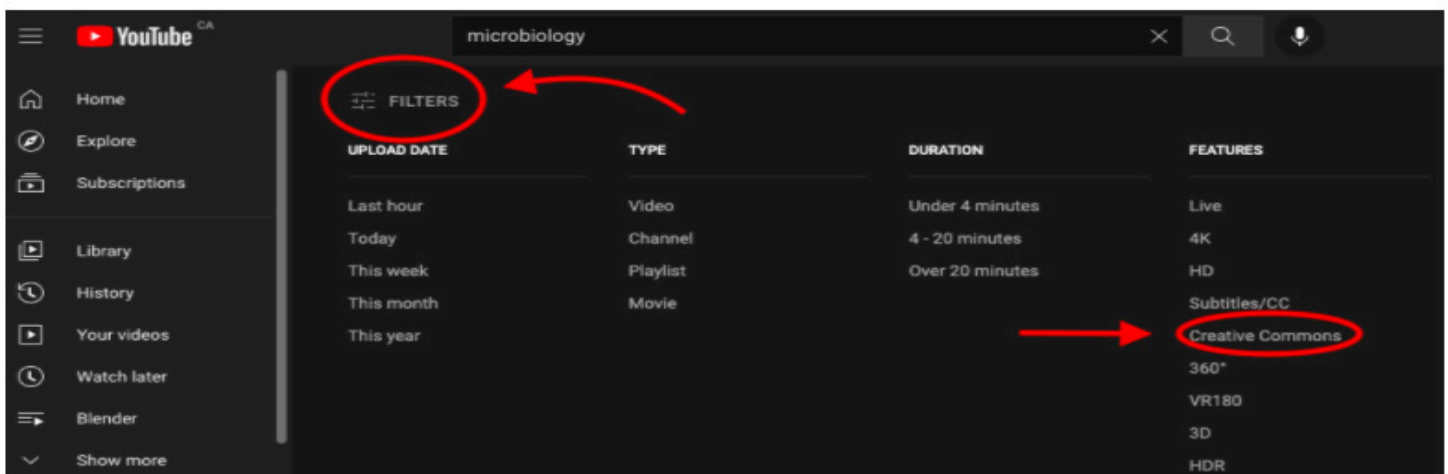
➡ **eCampus Ontario**

➡ **Open Research Library**



Video Resources

There are a number of excellent ways to include video clips as part of your course materials. One option is to use filters to search **YouTube** for Creative Commons licensed videos:



In addition, there are databases available of public domain films available at **The Public Domain Review**. For videos (and other resources) geared specifically towards education, **Khan Academy** has a good deal of materials at the university level, available for free by signing up.