

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. A3
	ORIGINATOR Director, Finance	
	APPROVED BY President's Executive Committee	
TITLE COPYRIGHT LEGAL DEPOSIT AND PLAGIARISM	EFFECTIVE DATE 1999.03.18	REPLACES 1995.07.12

PREAMBLE

Canadian law regards all original works as copyright material, regardless of their merit, commercial value or the medium in which they appear. Since copyright comes into existence the instant an original work is fixed in a tangible form, one should assume that all work is protected under the Copyright Act. Primarily the Act prohibits the copying of copyright material without the prior permission of the owner.

POLICY

The College (and all its staff) shall comply with the legal requirements pertaining to copyright, ie. The Canadian Copyright Act, as well as the legal deposit requirements of the National Library Act.

PROCEDURE

Copyright

1. The Algonquin Publishing Centre provides a focus for copyright expertise and information in the College Community. A comprehensive file of documentation on copyright permissions and negotiated arrangements is maintained by the Publishing Centre.
2. Unless there are specific written agreements to the contrary, materials created by College staff in the performance of their duties at the College belong to the College. This is in compliance with the Copyright Act and Article 13 "Copyright" of the Collective Agreement between Ontario Council of Regents for Colleges of Applied Arts and Technology and Ontario Public Service Employees Union (for Academic Employees).

Sales and distribution of College materials to external clients will be handled by College administration.

3. It is the responsibility of the staff member to provide written copyright permission for reproduction of copyrighted materials regardless of the medium used. Publishing Centre staff will assist College personnel in obtaining copyright clearances and will arrange for payments, if fees are charged. Where permissions are obtained independently, copies must be forwarded to the College copyright file held in the Publishing Centre.
4. Infringements of College copyright are handled through the Publishing Centre by the Director of Finance.

Legal Deposit

5. Legal deposit applies to all types of publications in all types of formats. The original legislation, which applied primarily to books, was extended to include serial publications in 1965, sound recordings in 1969, multi-media kits in 1978, microforms in 1988, CD-ROMS and other electronic publications issued in physical formats, and video recordings in 1993.

In 1995, regulations concerning legal deposit changed and are now based on the number of copies produced.

- Two copies must be deposited when 101 or more copies are made.
- One copy must be deposited when more than three but fewer than 101 copies are made.
- Legal deposit does not apply if three or fewer copies are made.
- Only one copy of musical sound recordings and of multi-media kits must be deposited.

Publications deposited with the National Library receive International Standard Book Numbers (ISBN) and are catalogued and listed in *Canadiana, the national bibliography*. The Publishing Centre holds the listing of numbers for Algonquin College, assigns the numbers and makes the required deposits.

Plagiarism

6. In addition to the legal requirements of the Canadian Copyright Act, there is an accepted principle within the academic community of identifying and crediting the source when quoting from or extensively using material produced by others. In a copyright sense, plagiarism means the theft of works of another person and passing them off as one's own. Both from a legal and ethical perspective, it is essential to respect this principle of intellectual honesty.

(original signed by)

President