

Section:	School Administration	
Title:	Copyright Act and Cancopy License	3.18.1

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Schools are required to maintain information relating to the making, erasing, performing and marking of the copy by completing the [Off Air Taping of Radio and Television Programs](#) form.

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School districts and schools must post a notice or sign in the vicinity of every photocopying machine located on their premise, which describes the type of copying activity permissible under the license. A copy of the notice can be obtained from the Coordinator for Copyright and Contract Matters, Curriculum Branch at (250)387-4560. A [Request to Copy Out-Of-Print Material](#) can be made to CANCOPY to make copies in excess of copying permitted under the CANCOPY license in accordance with Section 5.5 of the CANCOPY agreement. For example, copying:

- Rare or fragile materials for preservation;
- Damaged or missing pages;
- Out-of-print works;
- Work cards, assignment sheets and tests.

For further information, contact CANCOPY, Phone 1-800-893-5777; Fax (416)868-1621; email [schools@cancopy.com](mailto:schools@ Cancopy.com) or the Ministry of Education, Phone (250)356-2677; Fax (250) 387-1527.

Date Adopted: March 2001 (formerly AP #304)