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The Board of Education will establish guidelines which respect provisions under the *Copyright Act* and the CANCOPY License.

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Under the *Copyright Act*, everyone may copy as follows:

- Portions of work for private study, research, criticism, review or news reporting.
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The license applies only to works published in Canada, Australia, Denmark, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Malta, Netherlands, New Zealand, Norway, South Africa, Spain, Switzerland, the United Kingdom or the United States.

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- Published work cards, assignment sheets, tests, examination papers, and material designed for one-time use (i.e. workbooks and activity books).
- Instruction manuals and teachers' guides.
- Government publications, except for those of the Government of Quebec.
- Print music.
- The license does not cover the reproduction of materials created using digital technology.

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Off Air Taping

News and news commentary programs can be copied and used without charge in the classroom for a period of one year, after which they must be erased or a fee paid for each use.

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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.

Compliance

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 or the Ministry of Education, Phone (250)356-2677; Fax (250) 387-1527.

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