

# SHARING ONLINE COURSE MATERIALS – COPYRIGHT BASICS

1) Is it licenced/ available from the Library?

Use the new tool Ares  
– available in Nexus  
under ReserveReadings  
– to streamline all of  
your Course Materials!

The Library purchases over a million dollars' worth of content every year. You can share this material directly with your classes without restrictions, in one of the two following ways:

- 1) **Online content:** You can share online articles and eBooks the Library subscribes to by providing your students with a **link** to the material. The major benefit of sharing content this way is that it allows the Library to see which materials are getting used, which can help influence future purchasing.
- 2) **Physical content:** you can place a book or a print journal **on reserve** for your entire class to access.

2) Is it publically available?

You can share public domain, Open Access, or other publically available online material with a **link**. You should not download and share copies of non-public domain material, as the copyright holder may decide in the future to no longer share the material freely, which is their right.

3) Can you use it under Fair Dealing?

You have the right to share a limited amount of a copyrighted work for the purposes of education. The University has developed easy to follow Fair Dealing Guidelines, available at: [http://copyright.uwinnipeg.ca/docs/copyright\\_policy\\_procedures\\_2017.pdf](http://copyright.uwinnipeg.ca/docs/copyright_policy_procedures_2017.pdf)

- General rules of thumb include **one chapter of a book** or **one article from a journal issue**, but you should read and understand the short policy before applying these guidelines.
- All copies shared under Fair Dealing must include **bibliographic information**.

4) Contact the Copyright Office about a Transactional Licence.

For material that you cannot use otherwise, the Copyright Office can assist you with securing a Transactional Licence from the publisher, which gives permission to use the resource in a specified way for a specified length of time.

- Contact the Copyright Office at [copyrightoffice@uwinnipeg.ca](mailto:copyrightoffice@uwinnipeg.ca)

It is your responsibility to ensure you are following the Copyright Act and Copyright Policy on ALL (current and past) courses hosted by the University of Winnipeg. If you have any questions about how to meet these obligations, please contact the Copyright Office – we are happy to help! [www.copyright.uwinnipeg.ca](http://www.copyright.uwinnipeg.ca)