OVERVIEW

I. Library

II. Copyright
OVERVIEW

I. Liaison Librarians

II. Library Spaces

III. Library Services

IV. Library Resources
# Liaison Librarians

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<thead>
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Library Spaces

• Main Library (A-P)
  • Arts, Humanities, & Social Sciences
  • ESL and Curriculum collections
  • All Interlibrary Loan pickup
  • All Course Reserves

• House of Learning (Q-Z)
  • Science, Technology, & Nursing

• Law Library (K)

• Williams Lake Library
Library Services

• Library Instruction
  • In-class
  • Drop-in workshops
• Research Help (in person, phone, chat, email)
• Online Research Guides
• Course Reserves
• Video Booking
• Interlibrary Loan
• Laptop Loan
• Digital Commons journal and conference software
• TRUSpace institutional repository
Library Resources

Connecting students with library resources:

- Advance assignment preparation
  - Does the library have sufficient resources for a particular assignment idea/topic?

- Course Reserves

- Moodle
  - Reading lists
  - Persistent Links
Copyright Support for the Classroom

New Faculty Orientation 2019
Created by Patrice Hall and Rachelle Cornwell
Thompson Rivers University
Copyright is an intellectual property right that is very important to TRU faculty, staff and students.

TRU and its faculty, staff and students are creators and consumers of various forms of intellectual property.
Copyright Infringement

Infringing copyright is a serious matter and TRU requires each of its faculty, staff and students to comply with the Copyright Act of Canada.

The Intellectual Property Office at TRU can provide you with information regarding copyright to help you understand what you can and cannot do with copyrighted works.

For a brief summary of copyright law, visit https://www.tru.ca/ipo/basics.html
When does copyright law apply at TRU??

- Face-to-face classroom
- Online classroom
- Developing course material
- Print or electronic course packs and courseware
- Writing and research
- Student work

Protocol Snow. Harvard Medical School Classroom. CC BY-NC-ND 2.0 via Flickr
How does copyright work?

Copyright law protects all original works such as books, sound or video recordings, dramatic, musical and artistic works, photographs and other printed or digital material.

Under Canadian copyright law, the copyright owner of a work has the sole right to produce, reproduce, perform, publish, adapt, translate and telecommunicate that work.
Permission to Copy

There are several steps involved in determining permission to copy specific works. Here are the first four steps:

1. Is the work protected by copyright?
2. Are you copying a substantial portion of the work?
3. Does permission exist in the form of a license?
4. Is copying of the work permitted under the Copyright Act under an education exception or fair dealing?
In addition to the fair dealing exception, the Copyright Act provides the following additional exceptions to infringement of copyright:

- Section 29.21 Non-Commercial User Generated Content (a.k.a. YouTube exemption)
- Section 29.4(1) Exception for Displaying Work
- 29.5 Performances
- Section 30.01 - Exception for a Lesson
- Section 30.04(1) – Works Available Through the Internet
Two-Part Test for Fair Dealing:

**Step 1:** The dealing must be for one of the eight allowable purposes: research, private study, education, parody, satire, criticism, review, or news reporting; and

**Step 2:** The dealing must be “fair”. The *Copyright Act* does not provide a definition of “fair” and will depend on the facts of each case. The Supreme Court of Canada has set out a series of six factors to assess whether a dealing is fair.

Giulia Forsythe, *Fair dealing*. CC BY-NC-SA 2.0 via Flickr.
Fair Dealing

In CCH v. Law Society of Upper Canada, the Supreme Court of Canada identified six factors that determine fairness:

1. The purpose of the dealing
2. The character of the dealing
3. The amount of the dealing
4. The nature of the work
5. Available alternatives to the dealing
6. The effect of the dealing on the work
TRU Fair Dealing Policy

Short excerpt is defined as follows:

• Up to 10% of a “work” or one chapter (whichever is greater)
• One article from a periodical
• A single newspaper article
• An entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work.
• An entire artistic work from a copyright – protected work containing other artistic works
• An entire single poem or musical score from a copyright – protected work containing other poems or musical scores

Giulia Forsythe, The scope of fair dealing and its application to educational institutions. CC0 1.0 Public domain via Flickr.
Obtaining Permissions and Licenses

Does your intended use of a copyright-protected work fall outside the terms of a license, fair dealing or another exception to copyright?

- You’ll need documented permission, or a license, to use it.

David Pacey. You are not alone. CC BY 2.0
Indigenous Works

Ask permission/consent of:

• The creator of the work
• Band or Tribal Council
• Other Indigenous governing body

Rick Kennedy. First American Dream. CC BY 2.0
To protect yourself and the University:

- Record your use of third party materials and your justification for using (license, fair dealing, public domain, open source, other educational exemption) or have the Copyright Office do this for you.

- Get a license if you are using more than a short excerpt of unlicensed copyrighted content and your use is not covered by an education exception.

- Cite/credit where possible, understanding that acknowledgement is not a substitute for copyright clearance.

- If you are in doubt, ask permission of copyright owner or ask the Copyright Office to help.
How can we help you?

© Determining if a work is copyright protected
© Verifying if TRU holds a license providing permission to copy/distribute a work that is copyright protected
© Assessing whether a particular use of a work falls under one of the Canadian Copyright Act exemptions
© Providing copyright clearance for the use of works not under license to TRU
© Helping faculty understand their rights and responsibilities under “Fair Dealing” as it applies to the use of copyright-protected works
© Clearing works to be posted on Moodle/Blackboard
© Licensing works to be included in print or e-course packs
© Assisting with copyright issues in Open Educational Resources (OERs)
COURSE PACK CREATION
PRINTED VS. MOODLE
HOW DO WE MAKE THIS HAPPEN?

• Create the vision (materials)
• Choose your method of delivery – PRINTED or MOODLE?
  ▪ Copyright clearance is required for both methods of delivery.
• Track the source/s information (Books, journals, URL’s, websites)
  ▪ Bibliography
  ▪ WORD Document
  ▪ Excel spreadsheet
  ▪ Download and scan copies of single journal articles, single chapters, and or excerpts from books or online resources.

(Note: Copyright office does not download, scan, delete materials, and or make any changes to your course packs).

  ▪ If we are unable to clear a material, the copyright office will advise you immediately by email.
  ▪ If there are any license costs, the copyright office will advise you immediately by email.

• Create a MASTER PDF
  ▪ All downloaded and or scanned materials should be included with your course content (exactly how and where you intend to use it) into one digital PDF.
WHO TO CONTACT & WHEN?

• Contact the Copyright office at copyright@tru.ca, at any time during & after the creation of your course pack, for questions about:

  1. Materials you would like to use in your course
  2. Clearable web sites or materials from websites
  3. Licensing and Fair Dealing

© 2013 Writing and Essays Corner.
The course pack process starts with YOU, involves US (Copyright Office) & ends with HAPPY Students!

1. Create/REVIEW course pack (PDF) & materials. **Note:** IF you are reusing a previously cleared course pack please advise of NEW/REMOVED materials & please update your PDF accordingly.

2. Send PDF to Printshop or Copyright office for copyright review & approval (**Note:** a list of materials only is fine to send, but a digital copy of your PDF will still be required before FINAL clearance can be sent from Copyright).

3. Once PDF has been reviewed & cleared for PRINT or MOODLE, FINAL clearance will be sent to you and the Printshop. (**Note:** MOODLE materials only need to be sent to the copyright office).

The Printshop will PRINT your course pack for distribution/purchase at the Bookstore.

Final clearance for MOODLE materials will be sent to you directly to upload to your course.
PRINTED OR MOODLE?

PRINTED

- Course packs are PRINTED for students to then purchase in the bookstore.

• Pros
  - NO internet source needed. Students can have unlimited access to physical copies at school or at home.
  - Course packs can replace expensive, bulky textbooks.
  - Provides only integral materials from various books and or journals - no more reading and sourcing through information that is not relevant!

• Cons
  - NOT ENVIRONMENTALLY FRIENDLY.
  - Can be LOST/STOLEN and additional copies may need to be made and purchased.
  - Limited to only PRINTED resources materials.
  - Students need to purchase a course pack, in addition to their tuition costs.

Note: many faculty members choose to use a printed course pack AND supplementary materials, links, and videos in their course on Moodle.
PRINTED OR MOODLE?

MOODLE

- Course materials and or course packs are uploaded and hosted on the MOODLE platform.

Pros

- Real-time access for students - LINKS and embedded links for additional resources and web sites can be utilized.
- Course materials cannot be lost and/or stolen as easily.
- Password protected/login required.
- MOODLE Mobile App can be used. Many TRU students are already familiar and using this app. The Moodle App is powered by Apple & Android. It is user friendly and convenient—almost everyone carries a mobile device with them.
- NO paper copies made and or printed. Much more environmentally friendly

Cons

- Laptops and computers are required. Both can be expensive to buy and or access.

Note: many faculty members choose to use a printed course pack AND supplementary materials, links, and videos in their course on Moodle.