The fair dealing exceptions of the Copyright Act of Canada allow you to copy short excerpts of copyright-protected works under certain criteria without permission. Refer to the Copyright Subject Guide for more information.

Based on the NSCC Fair Dealing Guidelines, this checklist is designed to help you determine if your copying meets fair dealing. (It does not provide legal advice.)

Please check off all that apply below.

If any of the factors cannot be met or you are unsure how to interpret the factors, please do NOT make the copy and contact your Campus Librarian or the Copyright Officer for assistance.

☐ Copying qualifies as one of the fair dealing purposes defined in the Copyright Act.

The fair dealing purposes are: education, research, private study, criticism, review, news reporting, satire and parody. Educational use of a copyright-protected work qualifies as an allowable purpose.

☐ Copying is intended for personal or classroom use.

Some examples include:

- A single copy for individual study or research
- Multiple copies as handouts in a classroom
- A digital copy for restricted distribution (posted on a password-protected site or emailed to students in a course or class)
- A copy is included in a student course pack

☐ Copying is limited to short excerpts of a work.

Under fair dealing, faculty and staff members may generally copy up to 10% or the following:

- one chapter from a book
- a single article from a periodical
- an entire artistic work (image, chart, diagram) from a work containing other artistic works
- an entire newspaper article or page
- an entire single poem or musical score from a work containing other poems or musical scores
- an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work

Copying that exceeds short excerpts limits should be referred to a Campus Librarian or the Copyright Officer. The circumstances in each case will be evaluated. Permission from the copyright holder may be required when fair dealing conditions are not met.

☐ The original work is not subject to a licence which prohibits or restricts copying.

Many electronic works are subject to a licence. Check the Terms of the Use before copying.

☐ The original work is published and widely-available.

If the work is unpublished, confidential or restricted to a limited audience (e.g. pay-per-view or subscription-based), terms of use restrictions should be reviewed.

☐ I have given credit to the creator.

The source has been credited and the name of the author/creator if given.

NOTE: When copying content for related student course packs or student handouts, cumulative copying from the same resource is not permitted.
Please use this page to record the reference of the work and keep track of resources you plan to use for your course.

**Material to be Copied**

**Title of the work:**

________________________________________________________

**Author(s) or editor(s):**

________________________________________________________

**Article or chapter title (if applicable):**

________________________________________________________

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**Intended Use**

**Course Title:**

________________________________________________________

☐ Class Handout  
☐ Posting to BlackBoard Collaborate  
☐ Posting to TLM/Moodle/WebBoard  
☐ Posting to SharePoint/Shared Drive  
☐ Other (please explain below)

________________________________________________________

**Notes**

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