

Cambrian College Copyright Quick Reference Guide

Refer to The Learning Portal's [Copyright resources](#) for more information. If you wish to explore additional resources, view The Learning Portal's [Faculty Toolkit Copyright Modules](#). Contact the [Cambrian College Library](#) if you have any questions.

Type	Not Safe	Safer	Safest
Textbooks Books eBooks	<ul style="list-style-type: none"> Copying a significant portion of or an entire textbook, manual, or guide Breaking a TPM (technological protection measure, a.k.a. digital locks) Using Google images 	<ul style="list-style-type: none"> Meets Fair Dealing Guidelines Library-licensed* ebooks 	<p>“Copy-left” or openly licensed resources (i.e Creative Commons)</p> <ul style="list-style-type: none"> Open Access published resources eCampus Ontario Open Library Public Domain resources Project Gutenberg
Images Illustrations Photos Artwork	<p>Copyright images</p> <ul style="list-style-type: none"> Using Google images from a standard search 	<p>Copyright images:</p> <ul style="list-style-type: none"> Obtaining permission from an author <p>Cambrian-licensed images:</p> <ul style="list-style-type: none"> Getty Images Library-licensed resources* 	<p>Using openly licensed Images:</p> <ul style="list-style-type: none"> Google Images open permission search, Creative Commons Flickr, Creative Commons Unsplash The Noun Project ClipSafari Internet Archive
Journal Articles News Articles Blog Posts Web Articles	<ul style="list-style-type: none"> Personal subscriptions where terms of use do not allow sharing 	<ul style="list-style-type: none"> Library-licensed* articles found in a database 	<ul style="list-style-type: none"> Link to a public-facing website DOAJ Major publishers with open access collections (i.e. Elsevier, Sage, Wiley) Internet Archive
Videos Films	<ul style="list-style-type: none"> Feature films Online streaming (ex: Netflix, Crave) 	<ul style="list-style-type: none"> Netflix-produced materials Library-licensed* streaming sites Youtube** Curio by CBC (library license) 	<ul style="list-style-type: none"> Link to a public-facing website YouTube, Creative Commons TED Talks National Film Board Internet Archive
Music Podcasts	<ul style="list-style-type: none"> Personal subscription (Sirius, Spotify, Blinkist) 	<p>Copyright music:</p> <ul style="list-style-type: none"> Obtaining permission from an author Live-broadcast public radio*** 	<ul style="list-style-type: none"> Link to a public-facing website Open Music Library Free Music Archive Internet Archive YouTube Audio Library
Modules Learning Activities	<ul style="list-style-type: none"> Licensed materials that require individual licenses (ex: AutoCAD, Adobe) 	<ul style="list-style-type: none"> Library-licensed materials* 	<ul style="list-style-type: none"> Link to a public-facing website OER Commons GitHub PhET Simulations

Software			<ul style="list-style-type: none"> • Internet Archive
----------	--	--	--

[How to attribute Creative Commons materials:](#)

- “Title of Material” by (author name) is licensed under (license name)
- Example: “0.1 Copyright Quick Reference Guide” by Cambrian College is licensed under CC BY-SA 4.0.

* **Library-licensed materials:** Materials licensed by the library are for use by Cambrian College students, faculty and staff only.

****YouTube**

You can show **YouTube** videos provided that:

- The videos are being shown for educational purposes on Cambrian grounds to an audience mainly comprised of students.
- The video was uploaded by the copyright holder or with their consent.
- There are no clearly visible notices prohibiting educational use.
- You cite the source.

*****Must be for educational purposes**

Evaluation Criteria

From [Evaluating open learning](#) by The Open University.

Content	Design	Re-use
<ul style="list-style-type: none"> ● Fitness for purpose / relevant learning outcomes ● Appropriate level of detail ● Accurate ● Objective ● Current ● Jargon-free ● Engaging 	<ul style="list-style-type: none"> ● Accessible ● Interactive ● Easy-to-use and well presented, with clear navigation ● Standard of technical production ● Works on different browsers/platforms 	<ul style="list-style-type: none"> ● Clear rights declarations, e.g. Creative Commons