

# Copyright Checklist for UM Researchers

August 2018

**1. Include a citation for all copyrighted material used (including clipart).**

**2. Copy and share a short excerpt (including images, videos and audio recordings) pursuant to Fair Dealing.**

Fair dealing of a short excerpt is assessed based on a two-step, six factor test from Canadian copyright law. Examples of short excerpts generally include up to 10% of a work, or a whole article or chapter from a journal or book. Fair Dealing purposes include research, private study, education, criticism, review, parody, satire and news reporting. Share an excerpt as a printed copy, via email, or by using a secure password-protected space such as Dropbox. Generally short excerpts should not be shared on a publicly accessible website or on social media.

**3. Share a subscription-based electronic resource from the library with UM colleagues.**

Non-UM colleagues must obtain the electronic resource from their own educational institutions unless the UM library licence permits scholarly sharing. See licence terms under **View it** or **Full text available** in the library record.

**4. Apply Fair Dealing, or confirm allowances from website terms of use or licence details, when sharing content from the web (including images, videos and audio recordings). Alternatively, provide a URL.**

**5. Use a Creative Commons, public domain, or government work.**

A Creative Commons work can be distributed freely, but check terms of use before adapting or modifying. Share a complete Canadian federal government work without permission unless the work notes otherwise. Obtain permission to share more than a short excerpt of a provincial or municipal government work.

**6. Modifying or adapting a work may require permission because creators also have moral rights in their works.**

**7. Before uploading your own published work to an online location such as a personal website, institutional repository, academia.edu, Google Drive or Dropbox, ensure that your publishing contract allows it.**

**8. For presentation or conference slides, consider allowances before uploading content or making handouts.**

Don't distribute your slides unless Fair Dealing or a licence applies, or unless you have obtained permission. Alternatively, remove the copyrighted content before sharing. Citations and permission statements may be added to the last slide to keep the presentation "clean".

**9. If collaborating with another party, prepare a written agreement to clarify copyright and intellectual property ownership. Contact Legal Counsel at 204-474-7843 for help.**

**10. When necessary, obtain permission from the publisher or copyright owner.**

See the Copyright Office website for a sample permission letter.

**11. For more information and resources, contact the Copyright Office at [um.copyright@umanitoba.ca](mailto:um.copyright@umanitoba.ca)**

Remember, use it fairly  
— keep it legal.