A Message to University of Manitoba Students regarding Note Sharing Web Sites

As a student at the University of Manitoba you should be aware of the implications of uploading course materials to note sharing web sites.

In some cases, sharing course materials on such sites may be an infringement of the intellectual property rights of the instructor who owns his/her work. Works created by your instructor (for example, course outlines, course notes, lectures, slides, drawings, study aids, tests and exams) are copyrighted and are made available to you for private study and research and must not be distributed in any format without the instructor’s permission.

You are allowed to share copyrighted work only if permission is obtained and its use is in accordance with the Copyright Act.

For example, you are allowed to

- share your own course notes, which are prepared in your own words;
- copy an insubstantial part of someone else’s material (e.g. instructor’s). Insubstantial is generally considered to be less than 10% of text. All diagrams, charts, drawings, graphs, photos and other stand-alone works are considered substantial.

You are allowed to do the following if you receive permission from your instructor:

- audio record a lecture;
- alter or modify copyrighted course material;
- share recordings or substantial amounts of copyrighted material.

Please remember to properly cite and reference information you choose to paraphrase, quote or summarize – whether you are using insubstantial amounts or are using with permission.

We want you to be successful as a student so if you need assistance with note taking or study skills, please contact the Academic Learning Centre
201 Tier Building, (204) 480-1481, academic_learning@umanitoba.ca
http://umanitoba.ca/student/academiclearning

The Copyright Office is available to answer questions about the appropriate use of copyrighted material.
201 Allen, (204) 474-8644, um_copyright@umanitoba.ca
http://umanitoba.ca/copyright/

The Student Advocacy office can advise you on your rights and responsibilities as student and help you with any concerns or complaints you may have.
519 University Centre, (204) 474-7423, Student_Advocacy@umanitoba.ca
http://umanitoba.ca/student/saa/student_advocacy/

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