

# Copyright Checklist for UM Leaders & Support Staff

August 2019

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

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

A short excerpt can be copied and distributed for the following purposes: education, research, private study, criticism, review, parody, satire, news reporting. Copying multiple short excerpts from a work is prohibited if it results in a substantial amount. A short excerpt means the greater of:

- up to 10% of a copyright-protected work (literary work, musical score, sound recording, audiovisual work)
- a chapter from a book, or an article from a periodical
- an artistic work (including a diagram, drawing, map, chart, photograph, print, plan and painting) from a work containing other artistic works
- a newspaper article or page
- a poem or musical score from a work containing other poems or musical scores
- an entry from an encyclopedia, annotated bibliography, dictionary or similar reference work.

Note:

- The greater the number of people you distribute a short excerpt to the less likely that the copy can be considered fair; fair dealing is unlikely to apply on publicly accessible UM websites/social media.
- Fair Dealing does not cover copying content for purely visual interest or entertainment purposes.
- Provide hyperlinks (to legitimate sources) instead of copying online whenever possible.

**3. 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). Web content includes content taken from and posted to social media sites like Facebook and Instagram. As an alternative to copying the content, provide a URL.**

Only use content from official sources (websites, accounts, and channels) which is legally uploaded.

**4. 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.

**5. 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 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".

**6. Modifying or adapting a work may require permission due to moral rights.**

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

Request permission from the copyright owner or ask the Copyright Office for help.

**8. 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.