



# Check Before You Copy



## Copying Guidelines

Canada's copyright law provides for copyright to subsist in literary, dramatic, musical and artistic works. The law governs the making of photocopies or other reproductions of copyright-protected works and communicating such works to the public by telecommunication.

Certain copying and communicating of those works may be an infringement of copyright. Copyright law provides that fair dealing for the purpose of research, private study, education, parody, satire, criticism, review or news reporting is not an infringement of copyright.

The university is not liable for any infringing copies made or communicated using copiers or scanners made available by the university.

The university has adopted a *Fair Dealing Advisory* to assist in determining what may be copied or communicated without infringing copyright.

Subject to various qualifications and safeguards, the *Fair Dealing Advisory* permits copying and communicating short excerpts.

## You may copy

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

provided that in each case, no more of the work is copied than is required in order to achieve the allowable purpose

## Need More Information?

Consult the Copyright Guidelines:  
[uwaterloo.ca/copyright-at-waterloo](http://uwaterloo.ca/copyright-at-waterloo)

Connect with Copyright Contacts:  
[copyright@uwaterloo.ca](mailto:copyright@uwaterloo.ca)



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