

COPYRIGHT OF EXTERNAL MATERIALS

Section:	Academic/Student (AC)
Subject:	Programs and Curriculum
Legislation:	<i>Copyright Act</i> (R.S.C., 1985, c.C-42).
Effective:	September 27, 1984
Revision:	June 28, 1994; August 1, 2003 (reformatted); February 24, 2009; November 21, 2013; September 1, 2016 (reformatted); May 12, 2025

APPROVED:

Chair, on Behalf of SAIT's Board of Governors

POLICY

SAIT is committed to complying with Canada's *Copyright Act* and related international agreements as pertains to the use, reproduction, and distribution of Copyright protected works in the course of teaching, learning, research and administrative activities at SAIT.

PHILOSOPHY

1. This policy assists SAIT in meeting its institutional responsibilities arising from its use of print and digital copyright-protected works not owned by SAIT. It recognizes that SAIT and the SAIT community must respect the rights and interests of copyright owners, and must comply with the copyright licences, agreements, rights and permissions that authors, publishers and other applicable organizations grant to SAIT. These organizations include but are not limited to:
 - a) All vendors accessible through the SAIT Library's databases, such as book publishers;
 - b) Broadcasters;
 - c) Corporations;
 - d) Governments;
 - e) Image banks;

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- f) Industry associations;
 - g) Print and electronic publishers;
 - h) Video industry distributors; and
 - i) Other copyright owners external to SAIT.
2. This policy recognizes that recent legislative changes have expanded the Fair Dealing exception as it applies to activities conducted by and at educational institutions. The policy and procedure provide specific guidance to ensure compliance with copyright laws and with this Fair Dealing exception, to help protect SAIT and its stakeholders from legal liability arising from potential copyright infringement.

GOVERNING PRINCIPLES

1. This policy applies to the SAIT community, which includes SAIT's governors, employees, students, contractors, consultants and agents.
2. This policy applies to the use at SAIT of copyright-protected materials not owned by SAIT, including use pursuant to licences granted to SAIT by copyright owners, and includes the following types of materials:
 - a) All types of copyrighted works resulting from work created by individuals or entities external to SAIT but used by members of the SAIT community in the course of their education, research, review, study, performance or work at SAIT; and
 - b) Internet copyright-protected content, which includes but is not limited to textual, numerical, audio, image, video and program materials.
3. This policy does not apply to copyright resulting from material covered by policy [AC.2.11 Intellectual Property](#) and its accompanying procedure and procedure [AC.3.10.1 Ownership of Student-Produced Work](#). In particular, it does not apply to:
 - a) Original works or inventions created by an independent contractor or consultant who is contracted to create and develop a work or invention for SAIT to be owned exclusively by SAIT and who is reimbursed therefore;
 - b) Original works or inventions developed by a SAIT employee in the normal course of employment or work at SAIT or using SAIT resources or facilities; or

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- c) Original works or inventions relating to SAIT's business or with respect to which SAIT actively participates in the development, manufacture and commercialization and in which SAIT holds sole title and intellectual property rights.

4. This policy is intended to:

- a) Provide the institutional framework to ensure compliance with Canadian copyright laws and with third-party copyright licences and other permissions granted to SAIT to reproduce and use copyright-protected materials external to SAIT.
- b) Establish a procedure for the responsible use of copyright-protected works, including internet published works.
- c) Outline the SAIT community's responsibility for copyright compliance.
- d) Emphasize the importance of avoiding copyright infringement.

POLICY/PROCEDURE REFERENCE

AC.2.12.1 [Copyright of External Materials procedure](#)

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