



INTERNAL MEMORANDUM

TO: Academic Cabinet, for wide distribution

FROM: Dr. Anne Whitelaw, Interim Provost and Vice-President, Academic
Me Frederica Jacobs, Secretary-General and General Counsel

DATE: December 14th, 2020

SUBJECT: IMPORTANT INFORMATION CONCERNING THE USE OF
COPYRIGHTED MATERIAL FOR COURSES (PAPER AND
DIGITAL)

As you may be aware, Concordia University, along with other Quebec universities, is party to an Agreement with COPIBEC, a not-for-profit collective representing authors and publishers. As part of this Agreement, Concordia University pays an annual fee to COPIBEC, in return for which Concordia is authorized to prepare and provide copyrighted materials to its students, including by way of paper and digital course packs and digital Library Course Reserves. This annual fee is charged directly to students as part of their fees.

The Agreement requires that the multiple copying and distribution of copyrighted materials in paper or digital format be reported to COPIBEC. Concordia Print Services and the Library deal directly with COPIBEC in terms of reporting and obtaining copyright clearance when required, and as a result:

- **paper course packs**, and any digital versions thereof (epacks), must be processed through Concordia Print Services;
- all other copyrighted **digital documents** (PDFs, scanned from print, or any other digital format) posted on Moodle or any other digital platform must be processed through the Library's Course Reserves service; and
- for **all links** to copyrighted documents on Moodle or any other digital platform (including, for example, links to content in Library databases), you are encouraged to use the Library's Course Reserves service in order to ensure stable links, course materials in one place for students and copyright compliance. If links posted directly in Moodle are

not also in the Library Course Reserves, instructors are responsible for ensuring copyright compliance.

For a **compiled and customized, printed course pack and its pdf digital version** (including articles, book chapters, instructor created material, etc.), please fill out the Coursepacks Printing Order Form and follow the [course pack adoption process](#). The Coursepacks Printing Order Form can be accessed at the following link:

<https://www.concordia.ca/print/products/coursepacks/creation.html>

Questions can be directed to coursepacks@concordia.ca. All necessary copyright compliance is undertaken by Concordia Print Services. Course packs/epacks are made available to students for purchase via their course textbook lists from the Bookstore.

For **digital course documents and materials** which you may wish your students to access during the term (including articles, book chapters, videos, etc.), please use the Library's Course Reserves system – <https://reserves.concordia.ca>; questions can be directed to Library.Reserves@concordia.ca.

The Library's Course Reserves block is available in each Moodle class site, so that students can access course materials in one place. In a Moodle course, instructors may subsequently post stable links to additional materials from the Library's Course Reserves as all necessary copyright compliance has been undertaken by the Library. **You should not upload copyrighted materials directly to your Moodle class site.**

Any copying that falls outside the scope of the COPIBEC Agreement exposes both the instructor and the University to liability for violation of the *Copyright Act*. As such, it is imperative that no instructor utilize outside services for the printing or digitization of multiple course materials or direct students to such outside services.

Compliance with the *Copyright Act* and the COPIBEC Agreement is the personal responsibility of every member of the University community. **Failure to do so can result in personal liability and exposure to the severe penalties provided for in the *Copyright Act*.** Moreover, adherence to the COPIBEC Agreement supports academic authors, many of whom have signed agreements to receive royalties when portions of their publications are used as course materials.

For your convenience, a chart explaining these options/services is attached to this memorandum as Appendix A .

Questions?

- For course packs, please direct questions to Concordia Print Services at coursepacks@concordia.ca.
- For Library Course Reserves or the posting of copyright materials to Moodle, please direct questions to Library.Reserves@concordia.ca.

- Specific legal questions should be directed to the University Secretariat at copyright.questions@concordia.ca.

Thank you for your cooperation.

c.c. Deans and University Librarian

Dianne Cmor, Associate University Librarian, Teaching & Learning

Melanie Burnett, Director, Print and Card Services

Barbara Cree, Manager, IITS Training and Support

CUFA, CUPFA

Me Alison Beck, Associate Legal Counsel

Me Georges Aubé, Legal Counsel, Special Projects

APPENDIX A
Options for the use of copyrighted material for courses (paper and digital)

Option / Service	Description	How do students access?	Fee for students?	How do instructors initiate?
Bookstore Course Pack (& digitized version)	Collection of documents (articles, book chapters, instructor material, etc.) compiled into a print course pack with a digital PDF version also available (epack)	Via Bookstore	Yes	Submit materials via Concordia Print Services. The Coursepacks Printing Order Form and course pack adoption process can be completed at the following link: https://www.concordia.ca/print/products/coursepacks/creation.html Please direct questions to coursepacks@concordia.ca . Concordia Print Services ensures copyright & COPIBEC compliance.
Library Course Reserves (E-reserves)	Single or multiple documents/links (articles, book chapters, E-books, videos, etc.) compiled into a digital reading list for a course	Via Library website & Via Moodle, using the link provided by the Library Course Reserve system	No	Submit requests via Library at https://reserves.concordia.ca/ . Direct questions to Library.Reserves@concordia.ca . Library ensures copyright & COPIBEC compliance
Links directly in Moodle	Links to copyrighted material (including Library subscribed material)	Links directly in Moodle course site	No	If links are also in the Library eReserves, instructor can post them confidently, without further copyright compliance concerns. If links are not in the Library eReserves, instructor is responsible for copyright compliance.

NOTE: Files containing copyrighted material should NOT be uploaded directly to your Moodle site (e.g. the PDF of a journal article).