# access©



## ADULT LANGUAGE LEARNING LICENCE FROM ACCESS COPYRIGHT

The Access Copyright Adult Language Learning Licence provides pre-clearance to instructors for print and digital copying from over 100 million published works in Access Copyright's repertoire.

### **Print and Digital Copying**

#### What is a copy?

A "copy" is a print copy made in the form of a photocopy, fax, acetate, or slide or a digital copy through reproduction by a machine, device or computer, including through scanning.

#### What can you copy?

For non-coursepack copying, you can copy up to 10% of a published work (or 15% for coursepack copying) or the following, whichever is greater:

- An entire newspaper article or a page.
- An entire single short story, play, poem, essay or article from a book or periodical issue (including a set of conference proceedings) containing other works.
- An entire single item of print music from a book or periodical issue containing other kinds of work.
- An entire entry from an encyclopedia, dictionary, annotated bibliography or similar reference work.
- An entire reproduction of an artistic work (including drawing, sculpture, painting, prints, architectural works of art or works of artistic craftsmanship) from a book or periodical issue containing other works.
- One chapter, provided it is no more than 20% of a book.

#### **Copying Guidelines**

- One copy per student plus two for the instructor and such number as are required for administrative purposes.
- No logging requirements for non-coursepack photocopying make it fast and convenient.
- No systematic or accumulative copying beyond the licence limits.
- Include on at least one page of all multiple copies made the international copyright symbol (©), a credit to the publisher, the artist or illustrator of any artistic work reproduced (where known) and the author or authors (where known).
- When possible, display the following notice: "This material has been copied under licence from Access Copyright. Resale or further copying of this material is strictly prohibited."

#### **Excluded Works**

- Publications containing a notice expressly prohibiting copying under licence from a reproduction rights organization.
- Sheet music.
- Works published by His Majesty the King in Right of Canada or any province or territory, other than the province of Quebec, and works published by foreign governments, other than Australia and Norway.

56 Wellesley Street West, 3rd floor, Toronto, ON, M5S 2S3 P: 416 868 1620 F: 416 868 1621 TF: 1 800 893 5777 www.accesscopyright.ca