

From November 1, 2006 on

- Instructors can also e-mail their hand-outs to BCIT*imaging* in Burnaby — there's two ways:
 1. By pdf from your desktop to imaging@bcit.ca.
 2. By using the technology built-in to the multi-functional copiers at ATC. These MFDs have scanners and an imaging@bcit.ca e-mail box set up on the keypad. There are "cover sheets" and instructions at each MFD to walk you through the scanning/e-mailing function.

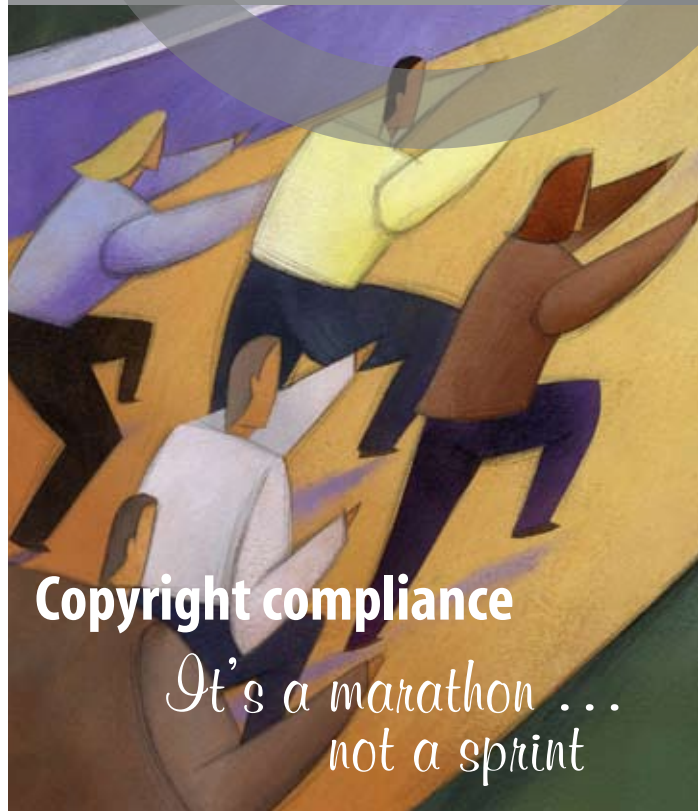
BCIT*imaging* has a robust web-site with various forms and cover sheets, including on-line BCIT business card options. The copyright information pages include our CopyWRONG newsletters on copyright court cases.



Key contacts

BCIT*imaging* in Burnaby

Storefront	604-451-7017
Copyright Compliance Assistant Elena Mikheeva	604-456-1077
Operations Supervisor Lynda Bennett	604-451-7018
Workflow Assistant Steve Manley	604-432-8805
Creative Specialist Bev Hunter	604-454-2259



Copyright compliance

*It's a marathon ...
not a sprint*

**COPYRIGHT
@
BCIT*imaging***

**Copyright
compliance impacts
the printing
of classroom
handouts at ATC**

Copyright compliance is the law in Canada

The educational sector has legal and ethical obligations to ensure that copyright-holders are acknowledged (and remunerated when appropriate). BCIT has had substantive success in copyright education that supports our centralized model of copyright compliance. A recent audit makes clear that it is now time to extend BCIT's copyright-screening to the hand-outs done by BCITimaging.

BCITimaging copyright screening is coming in November

BCITimaging in Burnaby now has a copyright specialist on staff. Elena Mikheeva can be reached at 604.456.1077 (elena_mikheeva@bcit.ca). For any retail course-packs, you should contact BCIT Bookstore's Buying Office at 432.8379 (bookstore@bcit.ca).

After November 1, 2006, all print jobs either not retailed through the Bookstore or personally run off on copiers in the Instructor Centres, must be copyright-screened by BCITimaging in Burnaby, before duplication. THIS IS A LEGALLY-COMPELLED CHANGE IN PROCESS.

Things you have to know

- **Walk-up copiers:** BCIT's ACCESS Copyright contract covers many of the ad hoc hand-outs run off at the walk-up copiers, but does **not** cover copyright fees for "compilations" done via the Print Shop or the Bookstore as course-packs.
- **Retail course-packs:** Any course-packs sold via BCIT Bookstore are pre-screened for compliance by the Burnaby Bookstore Buying Office staff. The retail price covers copyright fees.
- **Term-based permissions:** Copyright permissions are usually on a per-term and per-copy basis. This means that permission has to be sought each term — this is a repetitive clerical process that can be passed on to BCIT Bookstore/Burnaby and BCITimaging/Burnaby.

It's adds complexity ... but it's the law

- Screening adds complexity to your course prep — that is why BCIT Bookstore and BCITimaging offer to clear it for you.
- Screening also impacts the workflow in BCITimaging. If you don't use the walk-up copiers to run off your own small jobs, you should allow at least two weeks' clearance/production time. (For example: permissions have to be obtained and each page has to have a © notice added — these steps take time.)

Pain relief

To help instructors during the Fall rush, BCITimaging will do a soft roll-out of the changes. From August to October 31, 2006:

- You can drop off your print requests at BCITimaging (NE9-140) or e-mail your files to imaging@bcit.ca.
- BCITimaging will print your materials, and not hold them up. (This is NOT a tacit approval of non-compliant materials.)
- BCITimaging/Burnaby will clear copyright and pay any applicable copyright fees. (Fees vary, but an estimate of 10 cents a page per copy is a reasonable guide — it adds up quickly.)
- BCITimaging's copyright specialist will then provide a rear-view assessment of "copyright readiness" for each print job. This report will be sent to the instructor, and will include:
 - » What parts of the materials may be of concern
 - » Which elements will not be reprinted in the future
 - » The copyright royalty fees, if applicable, that would have been charged to the academic departments.

As much of ATC's materials are from Transport Canada or are manuals from manufacturers, please provide some form of copyright verification (letter of permission or pertinent contract language, etc.).

Remember ... copyright compliance is the law. Let's work together to keep the knowledge flowing!