BCIT | **BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

Granting Permission for Use of BCIT Copyright Materials	Procedure No.: 7506-PR1
	Policy Reference: 7506
	Category: Records Management
	Department Responsible: Library
	Current Approved Date: 2009 Jun 24

Objectives

This procedure explains the BCIT process to grant permission to external parties for their use of works that are owned by BCIT. The objective is to ensure that the BCIT department that created the work approves its use by the external party and that the records granting permission are captured in the central repository.

Who Does This Procedure Apply To?

This procedure applies to all BCIT employees.

Procedure

Third Parties Seeking Permission

The party seeking permission initiates the process. The procedure differs slightly, depending on whether the third party's representative, in seeking permission, initially contacts the BCIT Manager, Records Management and Privacy, or contacts the department that created the BCIT copyright-protected work.

Manager, Records Management and Privacy

When individuals representing third parties contact the BCIT Manager, Records Management and Privacy to obtain permission, the manager locates the BCIT department that created the work. Together, the Manager, Records Management and Privacy and the department manager create the licence agreement. The Manager, Records Management and Privacy will make sure the licence is scanned and entered it to the copyright database repository.

Department that created BCIT copyright-protected work

When individuals representing the external party contact the department that created the work, the manager of that department works with the Manager, Records Management and Privacy to create a licence for use of the work.

The License Agreement

The licence covers such factors as:
- Any royalties to charge
- The format of the work
- Usage restrictions
- Non-exclusive or exclusive license
- Date coverage of permission

Forms Associated With This Procedure

Copyright Database

Amendment History

1. Created 2009 Jun 24