



Copying Guidelines

Your institution's licence with Access Copyright gives you permission to copy from a vast repertoire of commercially published books, magazines and newspapers. As long as you adhere to the terms and conditions of your licence, you can photocopy what you need, worry-free. Please note that the licence includes copying done in support of educational purposes only.

Permission is not required for copying that is fair dealing. For more information, please consult with your institution's administration.

Under your institution's licence, you can photocopy up to 10% of a published work or the following, whichever is greater:

- An entire short story, play, essay or poem from a book or periodical containing other works
- An entire article from a newspaper, magazine or journal
- An entire entry from a reference work (encyclopedia, dictionary)
- An entire reproduction of an artistic work from a publication containing other works
- A whole chapter from a book, as long as that chapter does not comprise more than 20% of the book

Works NOT covered by the licence:

- Items on the Exclusions List
- Unpublished works
- Consumable items such as published workbooks, assignment sheets, and tests
- Crown or provincial publications (excluding Quebec)
- Instruction manuals, including teachers' guides
- Musical works in print form and original artistic works including photographs or prints
- Works published in countries with which Access Copyright does not have a bilateral agreement
- Works with notices excluding them from copying under a collective licence