A comprehensive Adult Language Learning Licence from Access Copyright enables instructors to have the freedom to incorporate copied material from a variety of sources, without requiring authorization from the individual authors or content creators.

If your Adult Language Learning Centre has a print photocopying licence through Access Copyright, The Canadian Copyright Licensing Agency then these guidelines are for you to follow for your non-coursepack print photocopying. Guidelines are available for coursepacks should you compile material from more than one publication for use in your classes. Please contact all@accesscopyright.ca to obtain these guidelines.

Non-Coursepack Print Photocopying

What is a copy?

A “copy” is a print copy made in the form of a photocopy, fax, acetate, or slide. For the sole purpose of making classroom presentations, a digital copy may be made for inclusion in, for example, a PowerPoint presentation (no further copying or transmission is allowed).

What can you copy?

You can copy up to 10% of a published work or the following, whichever is greater:

- 10% of a publication or an entire essay, poem, play, article, or short story
- An entire single item of print music from a book or periodical issue containing other kinds of work
- An entire chapter, provided it is 20% or less of a book
- 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.

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 print photocopying make it fast and convenient.
- No assembly of any copies into a coursepack made under the non-coursepack print photocopying terms of the licence (please contact all@accesscopyright.ca for coursepack guidelines).
- 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.

Need a digital licence?

If you need to copy from digital to print; print to digital or digital to digital, you may request a digital licence. Digital royalties are set by individual rightsholders, and vary according to the exact works used. Digital licence requests can be submitted through our lookup tool.