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# Photocopying Survey: Everything You Need to Know

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PAYING  
**THE CREATOR  
MATTERS.**

# What is the Purpose of the Photocopying Survey?

*The data collected during the survey will help us to fairly distribute royalties to creators and publishers whose works are used in your school.*

- Works by creators and publishers are copied and used as teaching tools all over Canada.
- Whether it's a chapter from a chemistry textbook or a great short story, these materials have a huge impact on students.
- Access Copyright wants to ensure creators and publishers are compensated for the use of their work.

**If we don't know what gets copied, we do not know who to pay.  
Because paying the creator matters.**

# Your School's Access Copyright Licence

- Your licence gives access to millions of published works to spark and nurture classroom learning.
- It also ensures that the creators and publishers of the works used are fairly paid so that they can continue creating content for the classroom.
- Along with outlining what you can copy under the licence, it includes a provision to conduct a copying survey in randomly selected schools annually.



**OUR SCHOOL VALUES CONTENT & CONTENT CREATORS**

Our school's Access Copyright licence gives educators and staff members access to millions of published works to inspire and spark classroom learning.

Thanks to information collected during copying surveys from randomly selected elementary and secondary schools, Access Copyright distributes the royalties that our school pays to the specific creators and publishers whose works have been reported copied in K-12 schools.

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#### **UNDER OUR SCHOOL'S LICENCE, YOU CAN:**

Copy up to 10% of a published work in Access Copyright's repertoire, or any of the following:

- One chapter, as long as it isn't more than 20% of the entire book;
- A complete newspaper article or page;
- A single short story, play, article, poem or essay from a work that contains other works such as an anthology;
- An entry from a reference work like a dictionary; or
- A reproduction of an artistic work from a work that contains other works.

#### **PLEASE ENSURE:**

- Whenever possible, that the source and author's name are included on at least one page of the copy; and
- That you limit the number of copies to one per student, two for the teacher and a reasonable amount required for administrative purposes, to contact parents or to allow on-site consultation or loan at a library.

#### **PLEASE DO NOT:**

- Make course packs
- Intentionally split copying portions to exceed the licence limits
- Sell copies or use them for merchandising, advertising or commercial purposes
- Alter or distort the work

Access Copyright is here to help. If you have any questions, please call 1-800-893-5777 or email [info@accesscopyright.ca](mailto:info@accesscopyright.ca). To learn more about how we make sure creators are paid for the use of their work, please visit [www.accesscopyright.ca/k12](http://www.accesscopyright.ca/k12).



# About the Photocopying Survey

- The survey process is quick and simple.
- The survey will be carried out over a 10-day period in randomly selected elementary and secondary schools across British Columbia.
- Each school will designate a survey coordinator to oversee and facilitate the survey.
- All instructions and necessary materials will be provided to selected schools by Access Copyright.
- During the survey period, teachers are required to make a record each time they make a paper copy from a paper or digital source.

# Information for Survey Coordinator

- We will contact you before the survey period to arrange for a short training phone call or webinar.
- Before the survey begins, you will be sent a package containing all the materials you will need:
  - Survey posters
  - Survey collection boxes
  - Stickers for teachers to fill out
  - Shipping waybill and envelope

## IMPORTANT PHOTOCOPYING SURVEY TAKING PLACE

During your school's participation in the survey, you play an important role each time you make a paper copy from a paper or digital source.

By recording what you have copied, you help us at Access Copyright make sure we can pay the specific creators and publishers whose works spark and nurture your students' imagination and curiosity.

**If we don't know what gets copied, we do not know who to pay.**

Using information collected during copying surveys such as this one, Access Copyright distributes the royalties paid by educational institutions to the specific creators and publishers whose vision and effort led to the works that have been reported copied.

The survey process is quick and simple. Here's all you need to do:

- 1 Copy the page(s) with the most copyright information (e.g. ISBN, © date, publisher name).  
OR  
Can't find the title or copyright page? Simply copy the first page of the material that you are copying.
- 2 Complete a survey sticker.
- 3 Attach the sticker to the **back** and place it in the survey box.

Thank you for your cooperation and participation.

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Questions about the survey?  
Contact your survey coordinator or visit [www.accesscopyright.ca/1/2](http://www.accesscopyright.ca/1/2).  
For over 30 years, Access Copyright has been a collective voice of Canadian creators and publishers dedicated to simplifying content use for educational purposes.

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## PLEASE PLACE SURVEY COPIES IN THIS BOX

THANK YOU FOR PARTICIPATING IN THE SURVEY.  
THE INFORMATION COLLECTED DURING THIS PROCESS ENSURES THAT ACCESS COPYRIGHT IS ABLE TO PAY THE RIGHT CREATORS AND PUBLISHERS FOR THE USE OF THEIR WORK.

Here's all you need to do:

- ✓ 1 Copy the page(s) with the most copyright information (e.g. ISBN, © date, publisher name).  
OR  
Can't find the title or copyright page? Simply copy the first page of the material that you are copying.
- ✓ 2 Complete a survey sticker.
- ✓ 3 Attach the sticker to the **back** and place it in this box.

SURVEY START DATE: \_\_\_\_\_

SURVEY END DATE: \_\_\_\_\_

QUESTIONS? Contact your survey coordinator: \_\_\_\_\_  
or [info@accesscopyright.ca](mailto:info@accesscopyright.ca).

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USE ONE STICKER FOR EACH WORK YOU COPY.

I copied  page(s) from this publication.

I made  sets of copies.

Date: \_\_\_\_\_

Please attach the sticker to the **back** of the copy of the title/copyright page or first page of the section copied.



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# We Need You: Coordinator Responsibilities

- Place a poster and collection box with stickers near all photocopiers in your school.
- Empty the collection boxes and replenish stickers as needed.
- Ensure educators participate in the survey by encouraging and reminding them.
- At the end of the survey, pack all survey copies made in the Purolator envelope provided so they are ready for pick-up.
- Please complete your school's information on the prepaid waybill provided and contact Purolator for pick-up.

# We Need You: Teacher Responsibilities

- Each a time a teacher makes a paper copy from a paper or digital source, they simply need to follow these steps:

1. Copy the page(s) with the most copyright information (e.g. ISBN, © page, publisher name).

OR

Can't find the title or copyright page? Simply copy the first page of the material that you are copying.

2. Complete a survey sticker.
3. Attach the sticker to the **back** and place it in the survey box.

USE ONE STICKER FOR EACH WORK YOU COPY.

I copied  page(s) from this publication.

I made  sets of copies.

Date: \_\_\_\_\_

Please attach the sticker to the back of the copy of the title/copyright page or first page of the section copied.



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# About Access Copyright

- For over 30 years, Access Copyright has been a collective voice for Canadian creators and publishers.
- We are dedicated to advocating for their right to be compensated for the use of their works.
- We are committed to fairly distributing royalties to creators and publishers.

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# We Are Here to Help

Call us: 1-800-893-5777.

Email us: [Info@accesscopyright.ca](mailto:Info@accesscopyright.ca)

Visit: [www.accesscopyright.ca/k12](http://www.accesscopyright.ca/k12)

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