Photocopying Survey:
Everything You Need to Know
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.
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
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.
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.
We Are Here to Help

Call us: 1-800-893-5777.
Email us: Info@accesscopyright.ca
Visit: www.accesscopyright.ca/k12
Thank you for your participation and cooperation.