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Photocopying Survey: Everything You Need to Know

BECAUSE 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.



Access Copyright is here to help. If you have any questions, please call 1-800-893-5777 or email info@accesscopright.ca. To learn more about how we make sure creators are paid for the use of their work, please visit 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

PLEASE PLACE SURVEY COPIES IN THIS BOX **IMPORTANT PHOTOCOPYING** THANK YOU FOR PARTICIPATING IN THE SURVEY SURVEY TAKING PLACE 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. 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. Here's all you need to do By recording what you have copied, you help us at Access Copyright Copy the page(s) with the most copyright information (e.g. ISBN, © date, publisher name) make sure we can pay the specific creators and publishers whose works spark and nurture your students' imagination and curiosity. Can't find the title or copyright page? Simply copy the first page of the material that If we don't know what gets copied, we do not know who to pay. you are copying. Complete a survey sticker Using information collected during copying surveys such as this one, Access Copyright distributes the royalties paid by educational institutions 3 Attach the sticker to the back and place it in this box. to the specific creators and publishers whose vision and effort led to the SURVEY START DATE: works that have been reported copied. The survey process is quick and simple. Here's all you need to do: SURVEY END DATE QUESTIONS? Contact your survey coordinator: . 1 Copy the page(s) with the most copyright information (e.g. ISBN, or info@accesscopyright.ca © date, publisher name). OR BECAUSE PAYING THE CREAT MATTERS. 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 access© Thank you for your cooperation and participation USE ONE STICKER FOR EACH WORK YOU COPY. BECAUSE PAYING THE CREATOR MATTERS BECAUSE page(s) from this publication I copied PAYING THE CREATOR BECAUSE PAYING THE CREATOR MATTERS. Questions about the survey? I made sets of copies. MATTERS. Contact your survey coordinator or visit www.accesscopyright.ca/k12. PAYING THE CREATO MATTERS. For over 30 years, Access Copyright has been a collective voice of Canadian creators and publishers dedicated to simplifying content Date: use for educational purposes Please attach the sticker to the back of the copy of the title/copyright page or first page access© access© of the section copied.

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

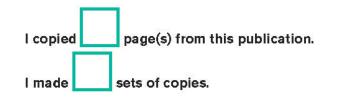
- Each a time a teacher makes a paper copy from a paper or digital source, they simply need to follow these steps:
 - 1. Copy the page(s) with the most copyright information (e.g. ISBN, © page, publisher name).

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.



Date:

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





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



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Thank you for your participation and cooperation.

