May I upload a document to a password protected eCentennial course?

Is it:
+ Your own material?
  + Material that is out of copyright (e.g. 50 years after the death of the copyright holder)?
  + An insubstantial portion of a work (e.g. 1-2 paragraphs)?
  + Material produced by the Canadian, Ontario or U.S. governments?

YES → Upload

We recommend creating permanent links for journal articles & e-books. Learn how at http://library.centennialcollege.ca/Default.aspx?DN=392ebc93-8260-44ce-9451-4874de354816 or ask the librarian at your campus for assistance. Cite your source!

NO

Is it:
+ An article from an e-journal or an excerpt from an e-book licensed by the library?

NO

Is it:
+ Material on a publicly accessible website?

NO

Is it:
+ A scanned book chapter, article from a journal not licensed by the Library or other published material?

YES

If you are scanning and uploading print material, you may copy material under the Centennial College Fair Dealing Policy. This policy provides guidelines for posting material for your students without seeking permission from copyright holders. For example, you may scan and post up to 10% or one chapter of a book to eCentennial. See the Fair Dealing Policy for full details.

Questions? Contact Gladys # 5402 or Gosha #5418.

NO

Contact copyright @centennialcollege.ca

If material is publicly available on the Internet, either link to the material or copy and distribute the material to students as long as it meets the following conditions:

- It is legitimately posted by or with the consent of the copyright owner.
- There is no clearly visible notice prohibiting what you want to do.
- There is no digital lock preventing you from accessing or copying the material.
- You give credit to the author & website.

This Copyright Flow Chart has been adapted for use at Centennial College from the Queen’s University Copyright and Teaching On the Internet (library.queensu.ca/copyright/teaching/internet) / CC BY-NC 2.5 Canada License (http://creativecommons.org/licenses/by-nc/2.5/ca/)