

# Whether you're teaching online or in class, copyright matters

## Five dos and don'ts

### Do this...

Link to online resources for students instead of making a copy. Many University of Manitoba Libraries e-resources licenses permit use of links only.



Ensure you have permission to use supplementary materials (PowerPoints, quizzes, images) from your textbook. Contact the Copyright Office if you require assistance getting permission.



Continue to follow the [UM Copyright Guidelines](#) when considering how much of a resource you can copy for students. Generally 10% or one chapter/article is allowed.



Consider using Open Educational Resources and Open Access resources with Creative Commons licenses. These are free to use and share.



Use integrated platforms and systems (UM Learn and Entrada, Cisco WebEx) for lecture delivery. If using Zoom, confirm the copyright related license terms with your Dean.



### Don't...

Link to illegally posted content. Take a common sense approach to online content – link to official accounts and websites or Libraries e-resources.



Assume that receiving permission once will let you use the materials in every course. Permission needs to be confirmed on a course by course basis.



Break technological protection measures to copy A/V materials for online course delivery. Contact your liaison librarian or the Copyright Office for assistance using A/V materials.



Forget to read the license terms and confirm the conditions for use. Attribution to the creator is always required, and modifications may or may not be permitted.



Public or unlicensed platforms are not recommended for lecture delivery. Use of licensed e-resources or copyright exemptions may be prohibited on these platforms.



Contact the UM Copyright Office at [um.copyright@umanitoba.ca](mailto:um.copyright@umanitoba.ca) for assistance finding resources, determining copying allowances, or permissions and licensing.

