How to Deal with Fair Dealing

Your college may have a Fair Dealing Policy. If so, it consists of guidelines provided by the legal counsel for the Association of Canadian Community Colleges. These guidelines help colleges understand what a short excerpt is and ensures reasonable safeguards for copyright owners.

The guidelines provide several descriptions of a short excerpt:

- Up to 10% of a copyright-protected work (literary works, musical scores, sound recordings. And audiovisual works are considered ‘copyright-protected works’).
- One chapter from a book.
- A single article from a periodical.
- An entire artistic work (paintings, prints, photographs, diagrams, drawings, maps, charts, and plans are considered ‘artistic works’).
- An entire newspaper article or page.
- An entire single poem or musical score from a copyright-protected work containing other poems or musical scores.
- An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.

*Refer to paragraph 4 of your college’s Fair Dealing Policy.

The reproduction and communication of multiple short excerpts from the same copyright-protected work, with the intention of reproducing or communicating a substantial portion or the entire work, is prohibited. If you need to use more than a short excerpt, contact the person designated by your college to answer copyright questions, they may have suggestions or alternatives that you can consider and they can assist you with a request for permission.

*Refer to paragraph 5 of your college’s Fair Dealing Policy.

Always cite your source! Remember to acknowledge the source and author of the short excerpt.

*Refer to paragraph 2 of your college’s Fair Dealing Policy.

Properly cited short excerpts can be:
- Distributed to students in your classroom as a paper handout.
- Posted to your college’s learning management system as a digital handout.

*Refer to paragraph 3 of your college’s Fair Dealing Policy.

Any fees charged to students for the use of short excerpts may only cover the cost to produce them.

*Refer to paragraph 7 of your college’s Fair Dealing Policy.

For more information, always refer to your college’s copyright practices or ask the person designated by your college to answer copyright questions. Your library is a good place to start!