



Frequently Asked Questions for the Digital Copies Option Under the Interim Tariff (Schedule G)

What is the benefit of the Digital Copies option under the Interim Tariff (Schedule G)?

The Digital Copies option:

- is a convenient and legal way to use content for uses such as posting material to course websites, e-reserves or emailing material to students.
- is easy to follow with copying limits of 20% of a publication.
- provides immediate authorization for faculty to scan material and post to course websites.
- provides advance permission so there are no wait times prior to use of digital content.

When does the Digital Copies option (Schedule G) take effect if my institution decides to elect it?

Depending on when your institution elects the Digital Option, it will take effect on either January 1 or July 1 of each year.

What are examples of copying that fall under Schedule G?

Some examples of copying that fall under Schedule G are:

- Scanning an article from a book.
- Transmission by electronic mail or facsimile.
- Storing a scanned chapter on your hard drive or a USB stick.
- Posting or uploading a Digital Copy to a secure course management website.

For scanning, posting, storing and emailing from a paper source, the same repertoire for photocopying applies.

If we opt in to Schedule G, do we need to keep records and pay a per page per copy royalty for Digital Copies?

No. Under the Interim Tariff, institutions do not need to keep records of Digital Copies or make a separate royalty payment when professors, staff and students make digital copies of works.

The Interim Tariff will be replaced by a tariff certified by the Copyright Board of Canada. If the Copyright Board orders that a retroactive adjustment is appropriate, that retroactive adjustment will also apply to Digital Copies made under the Interim Tariff.

I teach a distance education course and I'd like to email an entire article that is only available in print to 50 students. Is this covered under the Interim Tariff?

If your institution has elected the Digital Copies option of the Interim Tariff (Schedule G), then you are covered. If your institution has not elected this option then this use is not covered and you will require additional permission. Please contact permissions@accesscopyright.ca for more information.

I have a course website and I have several articles and chapters from multiple publications that I would like to scan and post on my course website. Is this covered by the Interim Tariff?

If your institution has elected the Digital Copies option of the Interim Tariff (Schedule G), then you are covered. If your institution has not elected this option then this use is not covered and you will require additional permission. Please contact permissions@accesscopyright.ca for more information.

What are the copying limits for Digital Copies?

The copying limits for Digital Copies are as follows:

Up to 20% of a publication or the following, which is greater:

- An entire newspaper article or a page
- An entire single short story, play, poem, essay or article from a book or periodical issue (including a set of conference proceedings) containing other works
- An entire entry from an encyclopedia, dictionary, annotated biography or similar reference work
- An entire reproduction of an artistic work (including drawing, sculpture, painting, prints, architectural works of art or works of artistic craftsmanship) from a book or periodical issue containing other works

If my institution does not elect the Digital Copies option, will we be able to obtain permission for digital uses using the Access Copyright transactional licence service?

No. As digital copying is covered by Schedule G in the Interim Tariff, Access Copyright is no longer offering transactional licences to make digital copies of published works when the amount copied falls under the terms of the Interim Tariff.

Given our collection of licensed e-resources, what advantage does our Institution achieve operating under Schedule G?

- Although many journals are available electronically through institution licences, there is still a vast quantity of published works that are not readily available in digital format. The Digital Copies option increases the choices available to professors and students by providing easy and legal access to a global repertoire of works.
- The Interim Tariff provides advance permission so there are no wait times prior to scanning.
- There is significant time savings compared to contacting rightsholders directly to get permission to copy their works.
- The Digital Copies option is easy to follow with copying limits of 20% of a publication.

Does the indemnity cover operating under Schedule G as well?

No, the indemnity does not cover Schedule G digital copying.

