

# #1 – COPYRIGHT BASICS

ESDC Intellectual Property (IP) Job Aid Series

## WHAT IS COPYRIGHT?

Copyright law gives authors of original material **exclusive** ownership to reproduce, adapt, perform, publish, sell or share their materials.

This includes books, logos, photos, graphics, videos and movies, music, YouTube content and much more.



By Mimoooh [CC BY-SA 3.0] [https://commons.wikimedia.org/wiki/File:Fireman\\_photographer\\_by\\_mimoooh.svg](https://commons.wikimedia.org/wiki/File:Fireman_photographer_by_mimoooh.svg)

## WHAT YOU NEED TO KNOW

- All employees should know about, read and comply with the [ESDC IP Management Policy](#).
- Assume that all materials are protected by copyright! In Canada, copyright exists for 50 years after the death of the author.
- Confirm whether or not an item is protected by copyright and if so, get permission **before** using.
- Read the *Use Requirements* before using materials belonging to others. [See: [Job Aid #4 – Use Requirements](#)]
- Copying and changing are two separate activities.
  - If there are plans to change the material (includes translating, modifying, format, etc.), permission to make these changes must be obtained from the owner or have been outlined in posted *Use Requirements*.
  - Yes, you are copying if you download and attach images or articles.
- If in doubt about permission, contact the copyright owner.

## TIPS FOR USING COPYRIGHT

- Summarize articles rather than copying the text.
- State facts - as long as you don't reproduce the original presentation.
- Use Images that are purchased from a stock photo agency or have a Creative Commons (CC) license. [See: [Job Aid #10 – Creative Commons](#)]
  - In both cases, ensure that the *Use Requirements* are followed.
- Use materials in the public domain. They were either never protected by copyright or the copyright has expired. [See: [Job Aid #7 – Public Domain](#)]
- Use materials created entirely by federal employees in the course of their work. This is considered to be Crown-owned property and can be used freely.
- If using Crown-owned materials, ensure that other staff whose image or voice has been used have signed a model release form, giving their permission. [See: [Job Aid #11 – Additional Rights](#)]
- Respect the moral Rights of the owner by protecting their values and reputation. [See: Job Aids [#8 – Moral Rights](#)]
- It can take time to identify and contact the copyright owner. Don't leave this step to the end! [See: [Job Aid #6 – Request Permission](#)]

image Source:  
Wikipedia Commons  
Public Domain



## KEEP RECORDS

- If permission to use the material is provided at the source, keep a record of the source location or URL, a complete copy/screenshot of the material/image and a complete copy of the *Use Requirements*.
- If permission from the copyright owner is required, contact them to provide clear details around how and where the material will be used and keep a record of all communication.
- Save all records in a Shared Repository where they can be found later, are accessible to multiple employees and will be kept indefinitely.

Questions? Refer to the [IPCOE Website](#) or contact the [IPCOE](#) by email.