
ISC/SCI Copyright Policy

Date approved by the executive committee of ISC/SCI: October 5, 2019

Purpose

The purpose of this policy is to ensure that ISC/SCI complies with the Canadian Copyright Act. Failure to comply with the Copyright Act puts ISC/SCI at risk of infringing copyright. This policy sets out ISC/SCI's position on the use of 3rd party material on the website and in its newsletter, ***Bulletin***.

This policy informs all members of ISC/SCI about Canadian copyright law and informs members involved in the website and publication of the ***Bulletin*** of the actions required to comply with the law in the use of 3rd party material. This document does not constitute legal advice and legal advice should be sought where necessary.

This policy provides

- an overview of Canadian copyright law, and
- direction on the use of 3rd party material.

What is Copyright?

Copyright is a property right established by the Copyright Act of Canada. Copyright is owned by the creator of the work. To be protected by copyright a work must be fixed in a tangible medium of expression. Copyright protection then extends from the time of creation until 50 years after the creator's death.

Copyright is protected internationally by the Berne Convention for the Protection of Literary and Artistic Works. Canada is a signatory to this treaty. Under this treaty creators in any member country are considered protected by the copyright protections of the country in which their creation is used, for example, when publishing content from another country in the ***Bulletin***, the copyright law of Canada applies. The specifics of copyright protection vary from country to country.

In Canada the Copyright Act applies to

- literary works like books, magazines, pamphlets, and computer programs that consist of text;
- dramatic works like films, plays, scripts;
- musical works such as compositions;
- artistic works like paintings, sculptures, photographs.

The law gives the copyright owner a bundle of rights:

- the exclusive right to produce, reproduce, perform and publish a work
- the exclusive right to determine how a work will be used and to make money from the creation
- the moral rights to attribution, integrity and association of the work

Copyright is infringed when someone exercises one of the rights exclusive to the copyright owner without the author's permission. Civil remedies such as an injunction to stop publication or monetary payments may apply in cases of infringement.

ISC/SCI and Copyright

- Copyright for articles published in the ***Bulletin*** or on the website remains with the author. The author may republish the article elsewhere. ISC/SCI requests that republication of the article elsewhere include a notice that the article was originally published on the website or in the ***Bulletin***.
- Authors are asked to sign a letter giving ISC/SCI permission to publish the article in print and on the ISC/SCI website and acknowledging that the article will be available freely in the archives of ISC/SCI.
- Requests received by ISC/SCI to reprint or quote from an article are directed to the author.
- Written permission must be obtained from the author to post an article on the society website.

Contacts

- The first point of contact for enquiries about copyright is the website administrator or the managing editor for the ***Bulletin***.
- The Executive Committee is the approval authority for the copyright policy.

Appendices

- Letter of permission to publish an article in the ***Bulletin***
- Letter requesting permission to post article on ISC/SCI website

Resources

- The Copyright Act of Canada <http://laws-lois.justice.gc.ca/eng/acts/c-42/>
- Canadian Intellectual Property Office, "Copyright," http://www.ic.gc.ca/eic/site/cipointernet-internetopic.nsf/eng/h_wr00003.html
- Berne Convention for the Protection of Literary and Artistic Works <http://www.wipo.int/treaties/en/ip/berne/>
- Copyrightlaws <https://www.copyrightlaws.com/>
- University of British Columbia, Copyright Educational Resources <https://guides.library.ubc.ca/c.php?g=698822&p=4961441>

FAQs

Can I submit my article to another publication after being published in the ***Bulletin***?

- Yes, you can. You retain the copyright for your article when it is published by the *Bulletin*. We ask that you include a note in future publications saying that the article was originally published in the *Bulletin*.

Can we post 3rd party authored articles on the society website under “Useful Resources”?

- Permission to post an article must be obtained in writing from the copyright holder of the article. It is, however, permissible to place a link to the article on the society website.

Updating

- The Copyright Policy will be reviewed and revised as needed whenever changes are made to Canadian legislation or whenever a significant court case is decided.
- The Managing Editor is responsible for reviewing the Copyright Policy annually with the incoming members of the Executive Committee.

Indexing Society of Canada / Société canadienne d'indexation
(ISC/SCI)
Agreement for Publication

Title : _____
Author: _____

In order to publish this work in the **Bulletin** and/or on the ISC/SCI website we require the agreement of the author/copyright holder. You retain copyright to your work when it is published by the **Bulletin** or on the ISC/SCI website.

By signing this form you (author/copyright holder) declare

- that this is your original work;
- that if the work contains material that is someone's original work, you have obtained the necessary permissions to use it;
- that to the best of your knowledge the work does not contain any material that is libellous or infringes on anyone's copyright;
- that the work is not under consideration by any other publication at this time.

And you agree

- to include a statement acknowledging the work was first published in the **Bulletin** or on the ISC/SCI website if you republish the work elsewhere or post it on your own website;

Example:

This article was originally published in the **Bulletin** (edition, year)/ on the website of the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI).

- to ISC/SCI making your work available publicly in the archives section of the ISC/SCI website.

Author/copyright holder _____
Date _____

Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI)
[put in address for returning the form]

Request for Permission to Publish

The Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI) is the professional association for indexers in Canada. We publish a newsletter, the **Bulletin**, three times a year. This newsletter is available to society members in print form and online at our website at indexers.ca. Access to the most recent two issues is available to members only. All previous issues are available to the public via the archives on the website.

ISC/SCI would like permission to publish the following material in our newsletter, the **Bulletin**. We understand that you are the owner of the copyright for this work.

Author(s) and/or editor(s): _____

Title of book or periodical: _____

Copyright date: _____

Title of excerpt/figure #/table #: _____

Location of excerpt/figure/table:

Page_____, line_____, beginning with the words

To

Page_____, line_____, ending with the words

We ask that you sign and return this form either by mail or email [email address here]. By signing the form, you give us permission to publish this material online and in print form, to make it available publicly in our archives, and declare that that you are the sole holder of the copyright and that the material does not infringe copyright of anyone. If you do not hold copyright, would you let me know to whom we should apply.

Copyright holder:

Name: _____

Organization: _____

Signature: _____

Date: _____