

# COPYRIGHT GUIDELINES

## WHAT IS COPYRIGHT? ©

Copyrights are a way for the original author or creator to protect their creative material. Once copyright is obtained, the work can't be used without permission (written consent). Creatives such as photos, art, books, articles, music fall into the categories of copyrightable works:

- literary works such as books, pamphlets, computer programs and other works consisting of text
- dramatic works such as motion picture films, plays, screenplays and scripts
- musical works such as compositions with or without words
- artistic works such as paintings, drawings, maps, photographs, sculptures and plans



### Can my job be copied/printed?

#### A-ok:

- 10% of a book or published work, including music, not full chapters and only one copy
- One (1) copy of a copyrighted photo, or image

#### No-go:

- Copying greeting cards (Sunrise, Hallmark, etc)
- Copying bar codes
- Photos or images with copyright logo
- Passes and tickets for events and venues (such as a ticket to a concert, corporate Christmas parties, or the Imax)

#### Only B&W:

- Government issued photo ID or documents – ex. passport, license, BCID, birth certificate, SIN card, citizenship papers
- Currency or stamps – exemption, collector editions in envelopes and discontinued currency

#### Laminating limitations:

- Customer-provided colour copies cannot be laminated