

# Complying with the Copyright Act

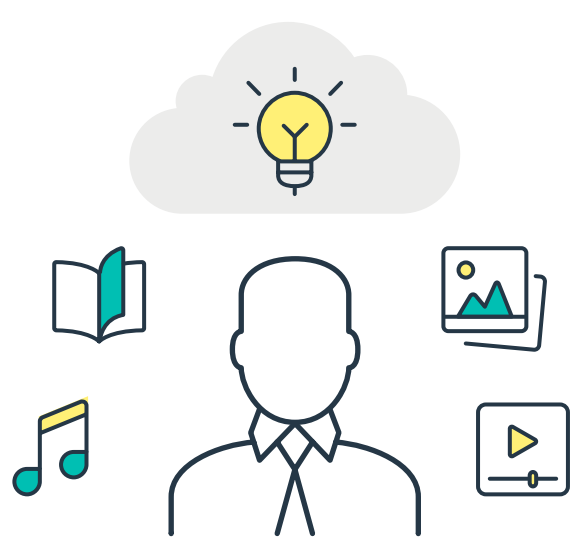


## What is copyright?

Copyright is the “the right to copy”. In most cases, the copyright owner, usually the author, has the sole right to reproduce the work or to authorize any other person to do so.

## When do I need to think about copyright?

Every time I am using “Works”.



## What are “Works”?

In the context of BDC, “Works” will usually mean.

- Text—web, articles, reports
- Images—photographs, maps, charts, plans
- Multimedia—music, video

## Does copyright apply to all “Works”?

Generally, yes. Exceptions include when copyright has expired or the work was not copyrighted initially.



**When in doubt, assume copyright applies... even when © is absent.**

## What is the scope of copyright compliance at BDC?

All BDC employees (permanent or contractual) and consultants **must comply with the Copyright Act**. Also, copyright applies to all content: documents obtained through the Research and Information Centre, from BDC, on the web or from any other source.

## Can I use a copyrighted work?

Yes, here’s how you can:



### Cite research for a study, mandate or project

Use the following citation guidelines to reference resources you have used (read, paraphrased, quoted) for your study, mandate or project.

#### Citation guidelines

##### Articles

Author(s). (Year). Title. Publication title.

##### Reports

Publisher. (Year). Title.

##### Websites

Source name. (Publication date). Title of document or page. Retrieved from *add URL*.

For additional citation guidelines, contact the [Research and Information Centre](#).



### Integrate images in a study, mandate or presentation

Use the ready-to-use images available in our image bank, as they are all brand-approved and licenced.

We must use images that follow our brand guidelines to communicate who we are and how we make our mark, but also to comply with the *Copyright Act* and respect intellectual property. Use of images from other sources must comply with applicable licence requirements.

Don’t forget that images from our image bank can only be used for work-related purposes and cannot serve for personal usage.

For additional guidelines regarding images, contact [Marketing and Public Affairs](#).



### Share, reproduce and distribute an article or a report

#### Share

Before sending information from BDC or its information suppliers to an external entity, make sure you have permission to do so.

#### DO

Share the original URL for a document rather than downloading the document and forwarding it by email.

#### Reproduce and distribute

Before reproducing and distributing an article or report to members of a team, make sure you obtain permission from the author, supplier or copyright management organization.

#### DO

If obtaining permission to use the original content is impossible, describe the image or summarize the article instead.



### Digital resources (research) from BDC

Several information databases are used at BDC. The licences for these digital resources clearly state that the information is for internal use only by BDC employees or consultants working on a project or mandate.

**Unless otherwise stated, they cannot be shared with an external party.**

### Individual subscriptions

If you have an individual subscription to a digital resource, consult the terms and conditions in your licence. Beware, as these will often stipulate that that content is restricted to your use only and cannot be shared.

**For additional guidance, contact the [Research and Information Centre \(RIC\)](#).**