College of the Rockies has an Access Premium licence that provides convenient, pre-cleared permission to copy and distribute portions of more than 100-million published titles covering its students, library users, faculty and staff members.

**What can I copy under Access Premium?**
You can copy portions of any publication in Access Copyright’s extensive repertoire, for any authorized purpose including course collections and interlibrary loan. Use this convenient lookup tool to confirm that the titles you wish to copy are covered for print and/or digital use [http://discovery.accesscopyright.ca](http://discovery.accesscopyright.ca).

**How much of a covered title can I copy?**
For published works in Access Copyright's Repertoire, you may copy up to 20% of any of the below. There are no limits on the quantity of copies you can reproduce, or the overall volume of copying.

- an entire article, short story, play, essay or poem, or reproduction of an artistic work from a Repertoire Work containing other published works.
- an entire article or page from a magazine, journal or newspaper that is a Repertoire Work.
- an entire entry from an encyclopedia or similar reference work that is a Repertoire Work.
- an entire reproduction of an artistic work (including any drawing, painting, print, photograph or other reproduction of a work of sculpture, architectural work or work of artistic craftsmanship) from Repertoire Work containing other published works.
- an entire chapter of a book that is a Repertoire Work, provided the chapter is no more than 25% of that Repertoire Work.

**How can I create copies?**
Create copies by photocopying, scanning, printing, faxing, uploading to a secure network, or saving to a hard drive or USB stick.

**How can I distribute or display copying?**
You can distribute copies in print handouts, emails, or by uploading to a secure network. You can also create copies for print and digital course collections, classroom display, interlibrary loan, alternate format and collection management. Where reasonable, please credit the source.

**Can I request permission to copy beyond the limits?**
Contact Sue Morin in the Library. Call – ext. 3407

**What is Access Copyright?**
Access Copyright is a non-profit, national organization, representing tens of thousands of Canadian creators and publishers who create the textbooks, novels, poetry, plays, children’s books, artistic works and more that Canadians reach for every day. For nearly 30 years, we have facilitated the remixing and sharing of content combined with an assurance that original creators and publishers also benefit, so that they can continue creating new and innovative works.

Access Copyright - The Canadian Copyright Licensing Agency, 320 - 56 Wellesley Street West, Toronto, Ontario, M5S 2S3
P: 416 868 1620 F: 416 868 1621 TF: 1 800 893 5777
[www.accesscopyright.ca](http://www.accesscopyright.ca)