

Guidelines on copyrights and the distribution of presentation material and recordings

Prepared by the MCLL Copyright Committee, January 2023

Original presentation material created by MCLL members

- The copyright of this material belongs to its creator. This may be denoted by a marking on the material (for example, on each slide of a presentation), consisting of the copyright symbol ©, the name of the copyright owner and the year of first publication. Note, however, that this marking is not mandatory under Canadian copyright law.
- Presentation support material, such as a PowerPoint file or written material, should be distributed to attendees only with the creators' consent.
- Attendees should be told explicitly by lecturers and moderators that presentation support material made available to them is not to be distributed outside MCLL members.

Third party material used in a lecture or study group, presented or distributed within MCLL only

- The default assumption should be that images and videos are under copyright protection, even if nothing is indicated to that effect.
- Preferably openly licensed images and videos should be used. On that topic:
 - Google provides filters to return only openly licensed material.
 - For sources for public-domain images and media, see below, under "Additional Resources and information".
- The source of third-party material (e.g., images, videos) should be explicitly credited in any presentation material. (Note that crediting the source doesn't invalidate an infringement of copyright laws but does demonstrate 'good will'.)
- Material from a third-party subscription service should not be distributed. Instead, participants should be referred to the source distributor. (Note that the service may be available through public library subscription.)
- No more than one chapter or 10% of a book should be distributed.

The MCLL YouTube Channel

MCLL material posted on the YouTube channel should observe the recommendations listed above as well as the following additional ones:

- Recordings of third-party copyrighted material obtained through individual subscription cannot be posted to the MCLL YouTube channel;
- Any presentation destined to the YouTube channel should be the object of a signed Release Form.
- Publishing entire “recent” music pieces must be avoided; (Short excerpts are less risky, except the “hook” of a song – which is the part of a song which is most recognizable. Note that in Canada, music becomes copyright-free 70 years after the death of its last surviving co-creator.)
- In MCLL lectures, the lecturer must be ‘spotlighted’ (i.e., only the lecturer can be seen in the video, not the attendees) and attendees must be muted.
- The uploaded video will be edited to exclude, insofar as possible, participant interaction not pertinent to the lecture and possible copyrighted material such as songs, etc.
- The uploaded video will be edited to include MCLL and McGill branding elements.

Additional resources and information

- MCLL online resource:
 - [MCLL Members' Help Site](#), including a page about finding copyright-free media: [copyrightfree.pdf - Google Drive](#)
- McGill online resources:
 - [Copyright: The essentials - Guides at McGill Library](#)
 - <https://www.mcgill.ca/copyright/resources/images>
 - [Frequently Asked Questions - Copyright at McGill](#)