University of Lethbridge
Copyright Permissions Flow Chart

Is the work protected by copyright?

NO
(At least 50 years have passed since the end of the year of the creator’s death.)
You may copy or use the work, as it is in the public domain.

YES

Is the work an open access publication, or is your intended use covered by a Creative Commons license?

YES
(The terms of use applicable to the work cover your intended use.)
You may copy or use the work, as the copyright owner has authorized the public to use the work in the way you intend.

NO

Does your intended use qualify as an exception to copyright infringement in the Copyright Act?

YES
(The use qualifies as a fair dealing, educational, or other exception. See the University’s Guidelines for Copying under Fair Dealing.)
You may undertake uses of the work without the copyright owner’s permission when the uses are specified as statutory infringement exceptions.

NO

Does the University of Lethbridge hold a current license covering the work and your intended use?

YES
(Coverage is verifiable using the permissions look-up tool for Library database licenses.)
You may use the work in the ways covered by Library database licenses.

NO

Do you wish to seek permission for your intended use from the copyright owner?

YES
(You wish to use a copyright work, but your intended use is not covered by any of the above circumstances in this column.)
Contact the copyright owner to request the required permission, or seek assistance in doing so from the University Copyright Advisor.

NO

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