

Editors' Association of Canada/Association canadienne des réviseurs Copyright Procedures

Effective date: June 2021

Purpose

These procedures are to implement the Editors' Association of Canada (Editors Canada) *Copyright Policy*, which clarifies copyright ownership for content created by volunteers for the association.

What is copyright?

"Copyright" means a creator's "sole right to produce or reproduce the work or any substantial part thereof in any material form whatever" as outlined in the *Copyright Act*.

Items covered

Copyright applies to bylined and non-bylined content that volunteers create, either individually together, for Editors Canada, including the following products:

- articles
- blog posts
- books and parts of books
- charts
- communications plans
- exams (questions and answers)
- graphs
- illustrations
- minutes
- photographs
- slide presentations
- reports
- software programs
- videos
- audio recordings

Rights assignment

Editors Canada requires all copyright in non-bylined volunteer work to be assigned to Editors Canada. This means the volunteer will allow the association to use, modify, translate, print, reprint, publish, and post the work online. The work may also be adapted or repurposed by current and future volunteers.

Editors Canada further requires that volunteers waive their moral rights to non-bylined works. In Canada, copyright includes moral rights. Moral rights cannot be assigned by the creator but they can be waived. The association requires these rights to be waived in order to maintain its ability to refine and evolve its volunteer-created documents.

Volunteers will sign one copyright agreement form that covers both bylined and non-bylined work. The form covers all volunteer work for Editors Canada.

Non-exclusive licence

Before starting work on a project that may involve other volunteers, the creator should advise Editors Canada that they want a byline. For bylined work, Editors Canada seeks a non-exclusive licence to the work and will inform the creator, when possible, of future re-use or re-purposing. The creator retains the copyright and moral rights. Bylined work is covered in the same agreement as non-bylined work: the volunteer signs only one agreement.

When subsequently publishing or otherwise using the bylined work, the creator is asked to inform Editors Canada and credit the association as the first publisher of their work. The creator may link to or include their bylined work (if created for Editors Canada) on their personal portfolio website, linking back to the association and acknowledging credit to Editors Canada as the original publisher.

Restrictions

If the item originally appeared in a format that was not for sale but will be collected into a new format for sale (for example, unpaid blog posts that are gathered together into a booklet to sell), Editors Canada will obtain written approval for inclusion in the paid format from each creator.

Paid work

These procedures do not apply to any work that members, affiliates or non-members do in exchange for money or for discounts (such as conference presentations). Copyright of paid work would be covered in the agreement specifically for that. It is the creator's responsibility to request an agreement for any work they create for payment.

Revisions

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.