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Trustees' Association

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April 20, 2017

**MEMORANDUM**

**TO:** Chairpersons and Directors of Education  
School Board Copyright Leads  
- All Catholic District School Boards

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT: Copyright Posters and Copyright Matters Booklets**

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The Ministry of Education has made available to Boards and schools Copyright Reference Materials including printed copies of Copyright posters and Copyright Matters Booklets (4<sup>th</sup> edition), **but only if requested by boards**. Please see copy of the Ministry's January 17 memorandum re: Copyright School Bundle attached for your convenience.

School boards are required to display both the Fair Dealing Guidelines poster and the Consumables poster at each photocopier in schools and in board offices. Boards can choose whether they wish to print their own posters, however, the posters provided by the Ministry are in colour and are more effective.

Additionally, school boards can take advantage of the printed copies of Copyright Matters (4<sup>th</sup> edition) and should replace all older versions throughout the school system.

We encourage member boards to take advantage of these excellent materials.

The Ministry's memorandum also references the very excellent resource website: [www.copyrightdecisiontool.ca](http://www.copyrightdecisiontool.ca). If school boards have not incorporated this website into their teacher resource material, you are encouraged to do so.

*Attachment*