Government of Alberta

Publications Guideline

Alberta

Government of Alberta Publications Guideline

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This document is available online at: https://open.alberta.ca/documentation/pubguidedraft

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Introduction

The Government of Alberta (GoA) publishes a broad range and increasing amount of information in a variety of formats. The quality, reliability, integrity, and accessibility of these publications are critical to creating a stronger, transparent relationship between government and citizens. The GoA's ability to provide Albertans with reliable access to quality, trustworthy information depends on the standardization of key elements in publications.

Publishing GoA information requires specific guidance for creating and releasing publications in a variety of formats. The breadth and diversity of GoA publications requires strong foundational guidelines to ensure that:

- Government of Alberta publications are easily identifiable as such;

- Albertans are provided with information about a publication (such as publication date) that will enable them to evaluate its relevance;

- stable links to publications can be created via platforms such as the Open Government Portal; and

- citizens can be confident that current government publications will remain accessible to them over time.

Scope and Audience

This document outlines the obligations and duties of individuals directly involved in creating and releasing GoA publications.

The publishing responsibilities and procedures outlined in this guideline apply to all Government of Alberta departments. Agencies, boards, commissions, corporations, offices or other public bodies are also encouraged to follow this guideline as a best practice.

The procedures outlined in this document take effect April 1, 2018 and do not apply to historical publications and non-publications made available on the Open Government Portal.

Relevant Policies

The Government of Alberta Publications Guideline is enabled by, aligns with and supports two key government policies.

The Government of Alberta Open Information and Open Data Policy provides direction for a single approach to making GoA information available for public use, adaptation, and distribution. The Open Information and Open Data Policy:

- commits the GoA to an open-by-design approach to government information and to increasing the accessibility of government information in a way that is responsive to Albertans' needs and expectations; and

- enables the Open Government Program to issue procedures regarding the preparation, provision and posting of government information designated for release.

The Government of Alberta Communications Policy is intended to ensure that communications across the GoA are well-coordinated, effectively managed, and responsive to the information needs of Albertans. The Communications Policy:

- commits the GoA to providing the public with timely, clear, and accurate information about government's priorities, policies, programs and services, and performance;

- requires that the GoA is identified in a clear and consistent way in its communications with Albertans through the consistent application of Government Identity Program guidelines;

- requires that all GoA ministries work collaboratively through the Communications and Public Engagement Office (CPE) to achieve clear and effective communications with the public;

- commits the GoA to assessing communications activities, processes, and expenditures on an ongoing basis to identify areas for improvement.

GoA Publications

What is a Publication?

A publication is any resource which is:

- created for the purpose of informing the public and meant for general distribution;

- of more than temporary interest;

- not released in an open data format;

- not continually or dynamically updated (e.g. web pages); and

- complete (does not require additional information to be understood).

Publications will be:

- subject to the Government of Alberta Publications Guideline;

- assigned an ISBN or ISSN (if primarily text-based);

- deposited in the Open Government Portal and assigned a stable URL;

- included in the Alberta Depository Library Program listing; and

- catalogued by the Alberta Government Library (AGL).

See Appendix B for examples of what constitutes a publication.

See Appendix C for more information about ISBNs and ISSNs.

See Appendix D for more information about the Alberta Depository Library Program.

What to Include in a Publication

Every Government of Alberta publication should contain standard bibliographic information that makes it easy to:

- find and identify the publication and distinguish it from others;

- identify the creator or owner of the publication;

- determine when the publication was released;

- contact the publisher for more information about the publication;

- identify the copyright holder and determine the terms under which the content of the publication can be used; and

- determine whether the publication is available in other formats.

To this end, the following items should be included in all GoA publications:

- **the "Alberta Signature" (GoA logo)**

- **date of publication**

- **title of publication**

- **ISBN or ISSN, URL, and any other unique identifiers**

- statement of responsibility

- copyright statement

- statement of applicable licensing provisions

- contact details of publisher

- statement of availability of other formats

- identification of any third-party material included in the publication

Recognizing that some publications (brochures, maps, etc.) have limited space, the above requirements have been listed in order of precedence. Items in bold must be included in all publications. See Appendix A for a publishing checklist with a description of each of the requirements.

If some or most of the items listed above cannot be placed in the publication, inclusion of the Open Government Portal URL can be used to direct users to additional information about the publication.

Publishing Responsibilities

The publishing department, Communications and Public Engagement, and the Open Government Program in Service Alberta all have responsibilities in ensuring that government publications provide Albertans with reliable access to quality, trustworthy information.

Publishing Department

Content creators and managers in the publishing department have the following responsibilities:

- Ensuring that all privacy and security issues have been addressed prior to publishing.

- Securing permission to reproduce, adapt, translate and publish any third-party material included.

- Submitting a completed Intent to Publish Form to the Open Government Program prior to finalizing a publication.

- Ensuring that the appropriate bibliographic elements are included in the publication, as outlined on page 8 and Appendix A of this document.

> **Metadata**
>
> Structured information about a publication or other information product, which can be used to help identify, describe, locate, understand or use the publication.

- Ensuring that the publication follows the visual identity standards laid out by the Alberta Government Identity Program.

- Together with the Open Government Program, ensuring that appropriate metadata has been created, and included in the Open Government Portal metadata record and in the Document Properties section of the digital file.

- Providing a copy of each digital publication, in all available formats, to the Open Government Program for inclusion in the Open Government Portal.

- Providing tangible copies of all publications produced in physical format to the Alberta Government Library, in sufficient quantities to enable their distribution as outlined in the Alberta Depository Library Program (See Appendix D).

Communications Directors in the publishing department have the following responsibilities:

- Approving all publications released by the department.

    o Communications Directors may delegate the responsibility of approving certain types of publications to senior managers in the department.

- Ensuring that all publications are posted in the Open Government Portal.

- Ensuring that department publications posted to third-party platforms are also available through the Open Government Portal.

- Monitoring their department's compliance with the procedures outlined in this guideline.

Open Government Program

The Library and Open Information section of the **Open Government Program** has the following responsibilities:

- Advising departments on the interpretation of this Guideline.

- Issuing ISBNs, ISSNs and Open Government Portal URLs.

- Working with departments to complete the metadata required for posting publications in the Open Government Portal.

- Maintaining an online collection of all GoA digital publications in the Open Government Portal.

- Managing the Alberta Depository Library Program for the collection and distribution of GoA publications in tangible formats.

- Maintaining a record of GoA publications through the Open Government Portal and the Alberta Government Library catalogue.

- Disseminating the Government of Alberta Publications Guideline and increasing awareness of publication standards and processes throughout the GoA.

Communications and Public Engagement

Communications and Public Engagement has the following responsibilities:

- Providing overall direction and oversight to the publishing efforts of the Government of Alberta.

- Ensuring that the Government of Alberta Publications Guideline remains in alignment with any changes and developments in the overall communication policies and efforts of the GoA.

- Supporting the dissemination and awareness of the Government of Alberta Publications Guideline and the publication standards and processes throughout the GoA.

The Publishing Process

The publishing process outlined in this section is intended to be compatible with existing departmental processes and to assist publishing departments in following this Guideline.

The following groups are involved in ensuring that GoA publications provide Albertans with reliable access to quality, trustworthy information:

1. Publication Creators – responsible for the creation of a publication, and for assisting publication custodians in accurately describing the status of the publication (current or archived) over time..

2. Departmental Publication Approvers – responsible for the final review and approval of publications according to the established processes within their department.

3. Library and Open Information – responsible for issuing ISBNs, ISSNs and persistent URLs for publications.

4. Publication Custodians[1] - responsible for (1) assisting Publication Creators through the publication process; (2) creating and maintaining the complete Portal catalogue record for a publication; (3) uploading the publication(s) for each Portal catalogue record; and (4) setting publications in the Portal to public viewership (i.e. publishing)..

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[1] Library and Open Information will serve as the Publication Custodian for the vast majority of publications. However, departments or program areas may wish to appoint a separate Publication Custodian for specific sub-collections of resources that tend to be published in a consistent and frequent manner.

For Single Publications and the First Issue of a Serial

- ➢ **Start**

- ➢ **Publication Creator** prepares publication.

- ➢ Prior to finalizing the publication, the **Publication Creator** submits an Intent to Publish Form to the Open Government Program (available at https://open.alberta.ca/documentation/intent-to-publish-form).

- ➢ **Open Government Program** enters a draft (private) catalogue record in the Open Government Portal and provides an ISBN, ISSN, and/or Open Government Portal URL to the Publication Creator.

- ➢ **Publication Creator** ensures the publication includes all required bibliographic elements as outlined in this Guideline.

- ➢ **Departmental Publication Approver** grants permission for publication to occur, including posting in the Open Government Portal.

- ➢ **Publication Creator** or designate (eg. communications advisor) provides the final version of the publication to the Publication Custodian.

- ➢ **Publication Custodian** finalizes the Open Government Portal catalogue record, posts the publication, and changes record status to public.

- ➢ **End**

For Subsequent Issues of Serials

- ➢ **Start**

- ➢ **Publication Creator** prepares an issue of serial for publication (with all required elements as per the first issue).

- ➢ **Departmental Publication Approver** grants permission (if required by the department) for publication to occur, including posting in the Open Government Portal.

- ➢ **Publication Creator** or designate provides final version of the issue to the Publication Custodian.

- ➢ **Publication Custodian** updates the Open Government Portal catalogue record and posts the issue.

- ➢ **End**

Contacts & Related Resources

Contacts

- Executive Director, Enterprise Data and Analytics (Service Alberta)
  E-mail open@gov.ab.ca

- Open Information Team Lead
  Library & Open Information (Service Alberta)
  E-mail open.pubs@gov.ab.ca

- Office of the Managing Director, Communications and Public Engagement
  E-mail GOAidentity@gov.ab.ca

Related Resources

- **Open Government Portal: GoA Staff User Guide**
  http://open.alberta.ca/documentation/open-government-portal-goa-staff-user-guide
  Provides detailed information on how to publish datasets and publications to the Open
  Government Portal.

- **Open Government Licence – Alberta**
  http://open.alberta.ca/licence

- **Open Government Licence: Adoption Guidelines**
  http://open.alberta.ca/documentation/open-government-licence-adoption-guidelines
  Provides context and procedures for the adoption of the Open Government Licence by
  public bodies outside of the Government of Alberta.

- **Open Government Metadata Application Profile**
  http://open.alberta.ca/documentation/ogmapdraft
  Identifies the set of metadata properties and encoding schemes that must be used to
  describe resources on the Open Government Portal, and provides guidance on their use.

- **Intent to Publish Form**
  https://open.alberta.ca/documentation/intent-to-publish-form
  Used for requesting an ISBN or ISSN and a persistent URL for a publication and to
  provide metadata for describing the publication in the Open Government Portal.

- **Visual Identity Manual**
  https://www.alberta.ca/goa/standards/standards-visual-identity.aspx#toc-2

- **Approved Templates for Documents and Reports**
  https://www.alberta.ca/goa/standards/standards-visual-identity.aspx#toc-5

Appendix A: Checklist – GoA Publication Requirements

	Checklist – GoA Publication Requirements	
1	**Alberta Signature logo** Include the GoA logo) somewhere in the publication, typically on the bottom right corner of the cover page. Publications should use the GoA logo rather than a department logo, to help maintain a single visual identity. The Alberta Signature with the word "Government" should be used sparingly. It is appropriate for pieces of communication aimed at audiences outside the province. Other colours and variations of the logo are available. Contact your ministry's Communications team to acquire any version of the GoA logo. The *Alberta Government Visual Identity Manual* provides guidance on how to use the various GoA visual identity elements.	☐
2	**Date of Publication** At a minimum, indicate the year in which the publication was issued or made available to the public. Include the month and day if known.	☐
3	**Title of Publication** Clearly state the title. Retain the exact title for subsequent editions or for serial publications.	☐
4	**ISBN, ISSN, URL, or Other Unique Identifiers** Prior to finalizing the publication, submit an Intent to Publish Form to the Open Government Program. Include all applicable unique identifiers in the publication.	☐
5	**Statement of Responsibility** A statement of responsibility identifies any persons or corporate bodies responsible for the creation of the content of a resource. This could include authors, editors, contributors, illustrators, etc. At a minimum, the issuing department or a division of the department should be indicated as the creator. For publications developed by contractors, identify the issuing department or the GoA as the document publisher.	☐

Checklist – GoA Publication Requirements

6	**Copyright Statement** Publications of the Government of Alberta should include a statement which indicates that copyright resides with the Government, in the following format: • © [year of publication] Government of Alberta. For example: • © 2018 Government of Alberta.	☐
7	**Statement of Applicable Licensing Provisions** According to the Government of Alberta Open Information and Open Data Policy all information and data made publicly available will be published under the Open Government Licence - Alberta unless it is exempt under Section 6 of the licence. Include a statement regarding any applicable licensing provisions. Examples of such a statement are: • This publication is issued under the Open Government Licence – Alberta (https://open.alberta.ca/licence). • This publication is issued under the Open Government Licence – Alberta (https://open.alberta.ca/licence). Please note that the terms of this licence do not apply to any third-party materials included in this publication.	☐
8	**Contact Details of Publisher** Include website, email, phone number, or mailing address where applicable. When possible, use non-personal emails as the contact email.	☐
9	**Statement of Availability of Other Formats** Many publications are made available in different formats (e.g. print and digital formats) or in more than one kind of digital format (e.g. pdf and html). Where this is the case, include a statement indicating all available formats.	☐
10	**Identification of Any Third-Party Material Included** Often publications include third-party material that is not owned by or copyrighted to the GoA but which it has obtained the right to include. Clearly identify any such materials included in the publication and, if room permits, indicate in the licence statement that third-party materials do not fall under its provisions.	☐

Appendix B: What is a Publication?

A publication is any resource which is:

- created for the purpose of informing the public and meant for general distribution;
- of more than temporary interest;
- not released in an open data format;
- not continually or dynamically updated (e.g. web pages); and
- complete (does not require additional information to be understood).

Is a publication Any of the following that meet the criteria listed above:	**Is not** a publication The following are generally not considered publications:
- **annual reports** - **booklets** - **books** - brochures - charts - **educational material** - fact sheets - **financial reports** - **guides** - **handbooks** - informational prints, posters, calendars - **legislation (Acts and Regulations)** - **maps** - multimedia materials - pamphlets - **policy documents and white papers** - **reports** - **serials (newsletters, magazines…)** - **standards** - **survey results (edited/analytical)** *All publications are subject to the publication guidelines outlined in this document Publications types in* **green font** *will usually receive ISBNs or ISSNs. Publications types in* **yellow font** *may receive ISBNs, as determined by the Open Government Program.*	- advertising - contractual material - datasets - decisions (rulings, judgments, awards…) - draft documents - dynamic or frequently updated documents - dynamic or frequently updated webpages - events notices - forms - letters and other correspondence - licenses and permits - meeting material - news releases and backgrounders - notifications (appointments, changes…) - non-informational prints, posters, calendars - presentations (speeches, PowerPoint…) - still images (photographs) - survey instruments - survey results (unedited) - tweets - audio and video recordings - information products created for internal GoA use (operational policy, guides…) - other resources identified as "ephemera" *While not subject to the publication guidelines outlined in this document, these information products may still be included in the Open Government Portal as decided by the content creators and the Open Government Program.*

Appendix C: ISBNs and ISSNs

The International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) systems are ISO standards that provide internationally-recognized unique identifiers for publications. These numbers are used to quickly and efficiently locate, identify, order, distribute, and retrieve publications in an ever-growing and increasingly-linked world of information.

ISBNs and ISSNs are assigned to all text-based publications of any length, regardless of whether they are published in print or digital form, and regardless of the digital format or physical medium used. Hardcover, softcover or stapled together; pdf, html, or epub formats; distributed online or via CD-ROM or DVD — all of these publications should be assigned an ISBN or ISSN.

ISBNs are applied to publications that are expected to be published once (monographs). ISSNs are applied to continuing resources such as newsletters or other serials that are published successively under the same title for an undetermined period of time. Occasionally a publication will be given both an ISBN and an ISSN. In the GoA context this applies to serials (such as ministry annual reports) which are published once a year or less, or to a collection of works issued under a uniform series title.

Benefits of ISBNs and ISSNs

Including an ISBN or ISSN in government publications provides the following benefits:

1. These numbers can be used to quickly and efficiently locate and identify a publication.

2. These numbers can be used to differentiate publications that have similar titles, or that have been issued in different editions, languages, versions or formats.

3. These numbers serve as an internationally-recognized identifier that can be used by disparate automated systems and applications to share information. For example, an ISBN in a library catalogue can be used to provide automated linkages from or to other collections, such as other library catalogues, online booksellers, or other government resource collections.

4. Many inventory systems use the ISBN or ISSN for the efficient ordering and distribution of publications.

5. As the Government of Alberta releases more and more information as part of routine disclosure initiatives, a means of distinguishing publications from other government information is valuable. The inclusion of an ISBN or ISSN in a resource marks it as an "official publication" of the government, containing information which has been properly managed, reviewed, prepared and approved for public release and which can therefore be relied upon to be accurate and authoritative.

Getting an ISBN

Requests for an ISBN should be made to the Library and Open Information Unit of the Open Government Program, using the [Intent to Publish Form](#). A draft copy of the publication should be included when possible.

An ISBN can be requested at any point during the production of a new publication. We recommend that you request an ISBN at least **two weeks** prior to the expected date of publication. Also, be sure to plan for the inclusion of the ISBN in the body of the publication when you are creating and formatting the publication.

Please note that:

- an ISBN is required for each revision or new edition of a publication, and
- an ISBN should never be re-used in another publication, even if it is a new version or edition of an existing publication.

A new ISBN should be obtained for existing publications whenever there is:

- a revised edition including a significant change of text,
- a new language edition,
- a change of format, or
- a change of title, even if the content is the same.

A new ISBN is not necessary for reprints of a publication with no substantial changes to the text.

Using an ISBN

A separate ISBN will be provided for each medium or format in which the publication is produced. The ISBN(s) you have acquired should be displayed somewhere on in the publication. The most common place for an ISBN to appear is on the back of the title page of a publication, close to the copyright and licensing statements. However, if this is not possible or appropriate, the foot of the title page or the lower section of the outside back cover are other appropriate locations.

The most important factor is that the ISBN appears accurately and legibly somewhere in the publication. When a publication is released in various formats, include all assigned ISBNs for the publication on each format, and qualify the ISBN to indicate the format as per the example below:

ISBN 978-1-4601-0337-1 (print)
ISBN 978-1-4601-0338-8 (pdf)

Getting an ISSN

Requests for an ISSN should be made to the Library and Open Information Unit of the Open Government Program, using the [Intent to Publish Form](). A mock-up or sample issue of the serial should be included when possible.

We recommend that you request an ISSN at least **three weeks** prior to the expected date of publication. Library and Open Information staff must request each ISSN individually from Library and Archives Canada (LAC), and it can take up to 10 business days for LAC to respond. Therefore, requests for ISSN numbers should be submitted well in advance of publication date to avoid delays.

To keep the same ISSN, a serial must keep the same title: this is the "key title" that is unique. Even a slight change in the title would require a new ISSN for the serial. This means that it is important not to change the title of a serial unless the publication changes significantly. Also note that a ministry name change may require the assignment of a new ISSN.

Using an ISSN

A separate ISSN will be provided for print and online versions of serials. For a print publication, the ISSN should appear:

- preferably, in the upper right corner of the cover, or
- on the pages where editorial information is shown (publisher, frequency, etc.).

For an online publication, the ISSN should appear:

- on the homepage or on the main menu, and
- on individual issues of the publication.

The most important factor is that the ISSN appears accurately and legibly somewhere in the publication. Put all assigned ISSNs on each format and qualify the ISSN to indicate the format as per the example below:

> ISSN 1194-5648 (print)
> ISSN 1194-5649 (online)

If a publication is identified by both an ISSN and ISBN, both of these identifiers should appear in the publication.

Appendix D: The Alberta Library Depository Program

The purpose of the Alberta Depository Library Program is to ensure barrier-free, sustainable public access to Alberta government publications. To achieve this, the Program maintains a publicly-accessible repository of digital government publications and distributes physical-format publications through the province's library network.

The Program has been in operation since 1974. Its continued success relies on the support and participation of all government departments and agencies, and the participation of full and partial depository libraries in Alberta.

The Program applies to all government publications (priced and un-priced):

- which contain information to be made generally known to the public;
- which are produced using funds provided by the Government of Alberta;
- which are not limited to promoting time-limited special events (e.g. museum exhibitions, conference posters, etc.);
- which are published in any format or medium (print, CD, DVD, html, pdf, epub, etc.);
- including (but not limited to) books, handbooks, research reports, annual reports, special reports, periodical publications, brochures, pamphlets, booklets, posters, maps, kits, and fact sheets.

Government departments and agencies should inform the Alberta Government Library of all publications they produce, regardless of the format or medium in which they are published.

Alberta legislation and legislative publications are included in the Program but are managed separately by Alberta Queen's Printer. Depository libraries interested in receiving these materials should contact Alberta Queen's Printer directly.

Digital Publications

The Open Government Portal (https://open.alberta.ca/) serves as the depository location for all digital publications produced by the Government of Alberta. One copy of each digital format of a government publication will be deposited in the Portal. Libraries may make backup copies of any digital-format publications for their collection, whether these are released online or in a physical format such as a CD, DVD, USB drive, etc.

Physical-Format Publications

The Alberta Government Library coordinates the distribution of all government publications published in print or any other physical format (including priced publications) to the **Full Depository Libraries**. Each publication will be distributed as follows:

- One copy to each of the following:
    - Provincial Archives of Alberta
    - University of Alberta Library
    - University of Calgary Library
    - Calgary Public Library
    - Library of Congress

- Three copies to the Alberta Legislature Library, and

- Two copies to be retained in the Alberta Government Library.

Government departments and agencies shall provide a suitable number of copies of physical-format publications for distribution to these libraries. These should be sent to:

> Alberta Government Library
> 44 Capital Boulevard Building, 11th Floor
> 10044 - 108 Street
> Edmonton, Alberta, Canada T5J 5E6

Partial depository libraries can request a complimentary copy of any publication issued in a physical format. Departments and agencies should be prepared to make copies of these publications, including priced publications, available on request to the partial depository libraries without charge, in the format(s) in which they were originally published. As of January 2018 there were 17 partial depository libraries in Alberta.

Quarterly Listing of Government Publications

The Alberta Government Library will prepare a quarterly list of Government of Alberta publications. This list will include information on whether the publication is available in physical-format or online versions and will include links to the online versions. It will be distributed to full and partial depository libraries within a week of March 31, June 30, September 30, and December 31 of each year, and will also be released as an open dataset on the Open Government Portal.

The quarterly list is intended to be used by all depository libraries to identify, catalogue and collect any digital publications in which they may be interested. It can also be used by partial

depository libraries to identify any physical-format publications they would like to request for their collection.

Requests for a physical-format publication must be made to the Alberta Government Library within six months of its inclusion in the quarterly listing. Publishing departments and agencies should be prepared to provide the Alberta Government Library with sufficient copies of physical-format publications to meet requests from partial depository libraries.

Full depository libraries are expected to retain all physical-format publications permanently. Partial depository libraries determine the retention schedule for each publication according to their own collection management policies.

Full depository libraries	Partial depository libraries
Alberta Government Library	Athabasca University Library
Alberta Legislature Library	Chinook Arch Regional Library System
Calgary Public Library	Fort McMurray Public Library
Library of Congress	Grande Prairie Public Library
Provincial Archives of Alberta	Lethbridge Public Library
University of Alberta Library	Lloydminster Public Library
University of Calgary Library	Marigold Library System
	Medicine Hat Public Library
	Northern Lights Library System
	Parkland Regional Library
	Peace Library System
	Red Deer Public Library
	Shortgrass Library System
	St. Albert Public Library
	Strathcona County Library
	University of Lethbridge Library
	Yellowhead Regional Library System

Appendix E: Crown copyright and the Open Government Licence–Alberta

Copyright means the sole right to produce or reproduce a work or a substantial part of it in any form. It applies to, among other things, literary works such as books, pamphlets, computer programs and other works consisting of text.

The first owner of copyright will usually be the author of the work or the author's employer. In the case of works created by Government of Alberta employees in the course of their duties, the owner of copyright will be the Government of Alberta, or the Crown. Crown copyright applies to government publications and lasts for the remainder of the calendar year in which the work is first published, and for 50 years after that.

Government organisations often commission independent experts or authors to produce reports or research. In these cases, ownership of the copyright would normally rest with the person who wrote the report (or their employer) unless otherwise stated in the commissioning contract. For this reason, it is recommended that government ministries who wish to hold copyright on any materials created by a third party under contract should include a clause in the contract clearly indicating the ownership and copyright of the materials produced under contract.

It should be noted that if copyright is *not* assigned within the contract to the Government of Alberta, this could result in other organisations, including the commissioning ministry itself, not being able to use and re-use the material without seeking the permission of the original author.

If the ministry (or other public body) does decide to allow the copyright in the commissioned work to rest with the author, it should at least acquire a licence to publish and use the material or ensure that the material is published through an open licence.

Copyright and licence statements

Government organisations should include a statement to indicate copyright ownership of documents they produce. **As well, they should require that works created under contract but for which the Province holds copyright include a copyright statement clearly indicating this.**

All copyright statements should indicate the year in which the material was first published.

Copyright statements can also indicate the terms under which the content of a publication can be re-used by others. Most Government of Alberta-owned copyright material should include a statement which indicates that the information can be re-used freely under the Open Government Licence–Alberta.

Please note that this licence does not permit the re-use of any third-party material, so it is important for government organisations to acknowledge the copyright owner of any non-government material included in their publications, such as photos or data.

See Appendix A for examples of wording for a copyright statement and Open Government Licence–Alberta statement to include in government publications.

Sample wording for assigning copyright in commissioning contracts

Please note that this is only sample wording. Contact the legal services area in your ministry to develop suitable wording for your particular case.

Material Ownership

a) Ownership of all Materials including any associated copyright, patent, trade secret, industrial design or trade mark rights belongs to the Province as they are made, prepared, developed, generated, produced or acquired under this Contract. The Materials shall be delivered to the Province upon completion or termination of this Contract, or upon request of the Province.

b) Ownership of any work, information, records or materials, regardless of form, including copyright, patent, industrial design or trademark which was owned by the Province, the Contractor or a third party prior to the Effective Date remain the property of each party respectively.

c) Where any work, information, records or materials, regardless of form, including copyright, patent, industrial design or trademark owned by the Contractor prior to the Effective Date ("Contractor Materials") is reproduced or incorporated in the Materials, the Contractor grants to the Province a perpetual, irrevocable, non-exclusive, royalty-free license to use, reproduce or distribute those Contractor Materials, for any purpose.

d) The Contractor

    i.   irrevocably waives in whole all moral rights, and

    ii.   shall ensure that its employees, subcontractors and agents irrevocably waive in whole all moral rights,

in and to the Materials in favour of the Province and the Province's assignees and licensees. Upon request of the Province, the Contractor shall deliver to the Province

copies of the waivers obtained from its employees, subcontractors and agents engaged in providing the Services.

e) Prior to reproducing or incorporating any third party copyright materials into the Materials, the Contractor must obtain written permission from the copyright holder and provide the Province with copies of the written permissions that are satisfactory to the Province.

f) The Contractor shall cooperate with the Province in protecting the Province's ownership or intellectual property rights in the Materials.