



ANSWER GUIDE

ANSWER GUIDE

**SCROLL DOWN OR SEARCH
FOR ANSWERS TO
QUESTIONS ABOUT
BCCAMPUS OPEN
EDUCATION, ITS
RESOURCES, AND OPEN
EDUCATION PRACTICES**

**BCCAMPUS OPEN EDUCATION
SUPPORT TEAM**

BCcampus

Victoria, B.C., Canada



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Visit BCcampus Open Education to learn about open education in British Columbia.

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British Columbia Institute of Technology (BCIT)

Camosun College

Capilano University

Coast Mountain College

College of New Caledonia (CNC)

College of the Rockies (CotR)

Douglas College

Emily Carr University of Art + Design (ECUAD)

Justice Institute of British Columbia (JIBC)

Kwantlen Polytechnic University (KPU)

Langara College

Nicola Valley Institute of Technology (NVIT)

North Island College (NIC)

Okanagan College

Royal Roads University (RRU)

Selkirk College

Simon Fraser University (SFU)

Thompson Rivers University (TRU)

Trinity Western University (TWU)

University of British Columbia, Okanagan campus (UBCO)

University of British Columbia, Vancouver campus (UBC)

University of the Fraser Valley (UFV)

University of Northern British Columbia (UNBC)

University of Victoria (UVic)

Vancouver Community College (VCC)

Vancouver Island University (VIU)

Versioning History

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About This Resource

This is one of many support resources from BCcampus Open Education.

Welcome to BCcampus Open Education’s *Answer Guide*. This resource, maintained by the BCcampus Support team, acts as the answer bank for those who have queries about BCcampus Open Education, its resources, and open education practices.

This is considered an **ongoing resource** as information will be regularly updated as needed. Each chapter (web page) has a “Last update” date to clearly indicate when data have been changed.

BCcampus Open Education began in 2012 as the B.C. Open Textbook Project with the goal of making post-secondary education in British Columbia more accessible by reducing students’ costs through the use of open textbooks and other OER. BCcampus supports the post-secondary institutions of British Columbia as they adapt and evolve their teaching and learning practices to enable powerful learning opportunities for the students of B.C. BCcampus Open Education is funded by the British Columbia Ministry of Advanced Education, Skills & Training and the Hewlett Foundation.

Open educational resources (OER) are defined as teaching, learning, and research resources that, through permissions granted by the copyright holder, allow others to use, distribute, keep, or make changes to them. We consider this publication — along with our guides, slide decks, and other support materials — as a type of OER that informs faculty, staff, and students during their production or usage of open textbooks or other open educational resources.

This resource does not come with an index. Instead, use the search field located in the top-right corner of each page in the online version to locate a specific topic.

If you find an error in this directory, please report it using the

Report a Textbook Error form. For other feedback or comments, fill out the BCcampus contact form.

Introduction

If you can't find the open education information you are looking for, review this *Frequently Asked Questions* (FAQ) resource. Many of the entries in this guide are based on and point to answers that can be found in the following BCcampus Open Education support resources:

- *Accessibility Toolkit – 2nd Edition*
- *Adaptation Guide*
- *Adoption Guide*
- *OER by Discipline Guide*
- *OER Toolkit for Trades Instructors*
- *Pressbooks Guide*
- *Self-Publishing Guide*
- *Working Group Guide*

For additional help, fill out the BCcampus Support contact form.

PART I

BCcampus Open Education

In this section:

- When did BCcampus Open Education begin and why?
- What is the Awards for Excellence in Open Education?
- What is the BCcampus Open Education Faculty Fellows program?
- When is the Open Textbook Summit scheduled each year?
- How do I sign up for the BCcampus newsletter?
- Are there other open education initiatives in Canada?

When did BCcampus Open Education begin and why?

For the answer, see Open Textbooks and the BCcampus OpenEd website.

What is the Awards for Excellence in Open Education?

The Awards for Excellence in Open Education recognizes outstanding contributions to the open education movement in British Columbia. These contributions may include significant leadership, OER development, research, or advocacy by faculty, students, support staff, or administrators at post-secondary institutions in B.C. or others that support the post-secondary system in B.C. Individuals or teams may be recognized.

Anyone may propose a nomination, but individuals may not self-nominate. Individual award nominations are made in writing via the online form. The open education team at BCcampus adjudicates the award each month. Award winners receive a certificate of recognition and are profiled on the BCcampus website.

For more information and the nomination form, see Awards for Excellence in Open Education.

Note: There is no deadline for nominations as one award is granted each month.

What is the BCcampus Open Education Faculty Fellows Program?

The Faculty Fellows program was started in 2015. The program was designed to encourage adoption of existing open textbooks, advocate for, and educate faculty about, the adaptation and creation of open textbooks, and ensure the continuing quality and relevancy of the B.C. Open Textbook Collection.

For more information, see Faculty Fellows Program.

When is the Open Textbook Summit scheduled each year?

The Open Textbook Summit is typically scheduled in late May or early June, and occurs every two years during odd-numbered years, e.g. 2017, 2019, 2021.

For 2019, the Cascadia Open Education Summit will replace the Open Textbook Summit.

During alternate, even-numbered years, the Open Education stream of the Festival of Learning takes the place of the Open Textbook Summit.

How do I sign up for the BCcampus newsletter?

The BCcampus newsletter is published every two weeks throughout the academic year. It includes updates about BCcampus Open Education and the B.C. Open Textbook Collection.

To sign up for this newsletter, go to the subscribe page on the BCcampus website.

**Are there other open education initiatives
in Canada?**

For the answer to this question, see Canada's Open Education
Initiatives.

PART II

Accessibility

In addition to reducing costs for students through open textbooks, BCcampus Open Education facilitates an improved learning environment for instructors and students by encouraging open textbook authors to follow Universal Design for Learning (UDL) principles to improve accessibility for all students. Detailed information about UDL and accessibility can be found in the *Accessibility Toolkit – 2nd Edition*.

It is the goal of BCcampus to ensure that as many books as possible in the B.C. Open Textbook Collection are accessible. These books are tagged with an “Accessible” flag and fulfill the requirements noted on the Checklist for Accessibility.

In this section:

- What does accessibility refer to?
- What are the accessibility criteria for the B.C. collection?
- How do I increase font size for an online book?
- How do I make images accessible in a textbook created in Pressbooks?
- How do I make tables accessible in a textbook created in Pressbooks?
- How do I make multimedia accessible in a textbook created in Pressbooks?
- How do I make math equations and formulas accessible in a textbook created in Pressbooks?
- How do I make links accessible in a textbook created in Pressbooks?
- Where do I find a checklist to make sure my textbook is accessible?

What does accessibility refer to?

Accessibility refers to the access of—or ability to obtain—the information in an open textbook by students, instructors, and others.

For more information, see the *Accessibility Toolkit – 2nd Edition*.

What are the accessibility criteria for the B.C. collection?

Textbooks in the B.C. Open Textbook Collection that meet BCcampus accessibility standards are marked with an Accessible flag. The required accessibility criteria address:

- content organization
- images
- links
- tables
- multimedia
- formulas
- font size

For more information, see Checklist for Accessibility in the *Accessibility Toolkit – 2nd Edition*.

How do I increase font size for an online book?

Font size can be increased for textbooks based in the Pressbooks authoring platform by clicking the tab titled “Increase Font Size” in the top right of the screen.

For more information, see Accessibility Statement in the *Pressbooks Guide*.

How do I make images accessible in a textbook created in Pressbooks?

For the answer, see Images in the *Accessibility Toolkit – 2nd Edition*.

**How do I make tables accessible in a
textbook created in Pressbooks?**

For the answer, see Tables in the *Accessibility Toolkit – 2nd Edition*.

How do I make multimedia accessible in a textbook created in Pressbooks?

For the answer, see Multimedia in the *Accessibility Toolkit – 2nd Edition*.

How do I make math equations and formulas accessible in a textbook created in Pressbooks?

For the answer, see Formulas in the *Accessibility Toolkit – 2nd Edition*.

How do I make links accessible in a textbook created in Pressbooks?

For the answer, see Links in the *Accessibility Toolkit – 2nd Edition*.

**Where do I find a checklist to make sure
my textbook is accessible?**

For the answer, see Checklist for Accessibility in the *Accessibility Toolkit – 2nd Edition*.

PART III

Adapt/Change an Open Textbook

In this section:

- What does adaptation mean?
- How do I adapt an open textbook?
- Should adapted B.C. collection books be sent to BCcampus?
- Does BCcampus keep a list of adaptations of its books?
- Are books in the B.C. collection always changing?
- What is the correct way to attribute an adapted work?
- How do I attribute an image from an open textbook?
- What is the difference between citation and attribution?

What does adaptation mean?

Adaptation is a term frequently used in the open education field that refers to making changes or revisions to open textbooks or other open educational resources. These changes are permitted, without contacting the author, because of the open-copyright licence with which the resource is released.

For more information, see Definition of Adapt in the *Adaptation Guide*.

How do I adapt an open textbook?

To adapt an open textbook from the B.C. Open Textbook Collection, download an editable file of the book (e.g., DOC, EPUB, HTML, ODT, XML) and make changes. Not all open textbooks have editable files available. However, BCcampus Open Education is working on creating as many as possible.

For more information, see the *Adaptation Guide*.

Should adapted B.C. collection books be sent to BCcampus?

Books from the B.C. Open Textbook Collection that have been revised or adapted need not be submitted to BCcampus.

However, if you have revised an open textbook and would like it to be considered for the B.C. Open Textbook Collection, please fill out the Suggestion for the Collection form. A selection committee will examine each submitted textbook to confirm that it meets the minimum requirements.

Does BCcampus keep a list of adaptations of its books?

BCcampus does not keep a list of adaptations because it would be very difficult to track all of the many revisions and customizations created from the books in the B.C. Open Textbook Collection.

However, instructors are encouraged to make changes to any openly-licensed textbook—from the B.C. collection or elsewhere—for their classroom.

Are books in the B.C. collection always changing?

No. Just because users have the ability—physically and legally—to change an open textbook, it was decided at the beginning of this project that all books in the B.C. Open Textbook Collection would remain static. They can be changed by anyone, but the copies in the collection are not affected by these changes.

If an updated version or edition of a textbook is added to the collection, this is clearly marked on the book’s cover

During the process of updating a book, both versions of the book remain in the collection until instructors have had time to adjust the textbook requirements for a course. BCcampus OpenEd takes all steps possible to inform the education community about an upcoming change to a book in the collection, prior to the change.

For more information, see *How Stable are Open Textbooks in the Adoption Guide – 2nd Edition*.

What is the correct way to attribute an adapted work?

For the answer, see Attribution Statements in the *Adaptation Guide*, Resources: Captions and Attributions in the *Self-Publishing Guide*, and Book Info Page in the *Pressbooks Guide*.

How do I attribute an image from an open textbook?

For the answer, see Resources: Captions and Attributions in the *Self-Publishing Guide*.

What is the difference between citation and attribution?

For the answer, see Citation vs. Attribution in the *Self-Publishing Guide*.

Where can I find editable copies of the OpenStax textbooks in the B.C. collection?

Each of the 33 OpenStax textbooks in the B.C. collection has an editable Pressbooks copy available on the textbook's record page; under the heading "Get This Book", choose "Editable: Pressbooks copy".

For more information on these editable copies, see Appendix C: OpenStax Textbooks in Pressbooks in the *Pressbooks Guide*.

PART IV

Adopt/Use an Open Textbook

In this section:

- What does adoption mean?
- May anyone use books from the B.C. collection?
- Must I register to use an open textbook?
- Must I inform the author if using their open textbook?
- How do I cite an open textbook?
- How do I use an open textbook in my course?
- Does an open textbook affect a course's transferability?
- Is there a risk I will lose access to an open textbook mid term?

What does adoption mean?

In open education, adoption refers to the use of an open textbook or other open educational resource in the classroom.

For adoption tracking purposes, BCcampus Open Education defines adoption as follows: “Each adoption refers to a course section within a specific term and year for which an open textbook has replaced a primary textbook or educational resource that must be purchased.” See Open Textbook Stats for more information.

If you’re an instructor at a post-secondary institution in British Columbia, please fill out the BCcampus Open Education Adoption Form so we may track usage in this province.

For more information, see the *Adoption Guide – 2nd Edition*.

How do I adopt an open textbook?

For the answer, see Steps to Adopting an Open Textbook in the *Adoption Guide – 2nd Edition*. For additional information, see also Using an Open Textbook for Your Course.

May anyone use books from the B.C. collection?

Yes, anyone in the world — instructor, student, or other — is permitted to use all items in our collection.

Because these textbooks are openly licensed, anyone may make changes to the textbook as long as the original author is given credit. For example, instructors can make changes to these books to fit what is needed in the classroom.

For more information, see the *Adaptation Guide – 2nd Edition* and *Not Just Another Textbook* in the *Self-Publishing Guide*.

Must I register to use an open textbook?

No, there is no need to fill out an application, create an account, or register to use a book from the B.C. Open Textbook Collection, and gain approval. Anyone is permitted to use and/or download open textbooks in the B.C. Open Textbook Collection.

If you're an instructor with a post-secondary institution in British Columbia, please fill out the BCcampus Open Education Adoption Form so that we may track statistics on usage in this province.

For more information, see the *Adoption Guide – 2nd Edition*.

How do I evaluate an open textbook?

Evaluating an open textbook is similar to evaluating any textbook.

For a guide to evaluating open textbooks, see Evaluating an Open Textbook in the *Adoption Guide – 2nd Edition*.

Must I inform the author if using their open textbook?

You are not required to inform anyone—author or publisher—if, or how, you’re using an open textbook. The open-copyright licence with which an open textbook is released states that you are free to reuse, retain, and redistribute it as you wish (as well as revise and remix it).

However, if you’re an instructor with a post-secondary institution in British Columbia, please fill out the BCcampus Open Education Adoption Form so that we may track statistics on usage in this province.

How do I use an open textbook in my course?

For the answer, see Using an Open Textbook for Your Course in the *Adoption Guide – 2nd Edition*.

Does an open textbook affect a course's transferability?

According to the BC Council on Admissions & Transfer (BCCAT), articulation and course transferability should not hinge on the use of specific textbooks in a course.

Articulation is based on equivalency of content, skills, learning outcomes, topics, and competencies even though instructors may choose to use a textbook that covers the full range of learning outcomes of a course.

The guides, *How to Articulate*, *The Sender's Guide* and *The Receiver's Guide* (<http://www.bccat.ca/articulation>), discuss the parameters for articulation, but none mentions textbooks as an element in the decision-making process.

For a full range of transfer requirements, see the Transfer-Friendly Course Outline Form.

Is there a risk I will lose access to an open textbook mid term?

The open textbooks in the B.C. Open Textbook Collection are controlled by our project, not individual authors or outside publishers, so access will not be restricted unexpectedly. On occasion, we will archive a textbook in the collection. Before this happens, however, we are sure to take the following measures:

1. Inform other projects that access and use our collection as part of their own
2. Inform any adopting faculty who have reported to us that they have adopted this textbook
3. Place a notification in the BCcampus newsletter published weekly

For more information, see How Stable are Open Textbooks in the *Adoption Guide – 2nd Edition*.

How do I cite an open textbook?

For how to cite or reference an open textbook, see Textbook Citation in the *Self-Publishing Guide*.

How can students talk to instructors about adopting open textbooks?

For suggestions on this topic, see Talking to Instructors in the *Adoption Guide – 2nd Edition*.

Why should institutions track open textbook adoptions?

Tracking open textbook adoption statistics is about more than just numbers. It's also about introducing faculty, staff, and students to open education, both across the institution and across B.C.

For more information, see Why Track Adoptions in the *Adoption Guide – 2nd Edition*.

How can institutions track open textbook adoptions?

There are many ways an institution can track open textbook adoptions, such as providing educational events, posting adoption forms, enlisting help from campus bookstores and libraries, and marking course sections.

For more information, see *How to Track* in the *Adoption Guide – 2nd Edition*.

What data might institutions track on open textbook adoptions?

When tracking open textbook adoptions, an institution might consider data such as adoptions per term or per year, adoptions per faculty member, the number of students using open textbooks, or the amount of student savings created by open textbook adoptions.

For more information, see *What to Track in the Adoption Guide – 2nd Edition*.

How are open textbook adoption stats published?

For the answer, see Publish Stats in the *Adoption Guide – 2nd Edition*.

What is the Ongoing Adoption Program?

BCcampus implemented the Ongoing Adoption Program to guide B.C. post-secondary institutions in identifying, tracking, and sharing data on open textbook adoptions.

For more information, see B.C.'s Ongoing Adoption Program in the *Adoption Guide – 2nd Edition*.

What are Textbook Broke Campaigns?

For the answer, see Textbook Broke Campaigns in the *Adoption Guide – 2nd Edition*.

What are Zero Textbook Cost (ZTC) programs?

Zero Textbook Cost (ZTC) programs are courses and degrees offered by institutions in Canada and the U.S. in which students pay nothing for required textbooks.

For more information, see ZTC Programs in the *Adoption Guide*
– 2nd Edition.

Where can I learn more about open textbook adoptions in B.C.?

For reports and research on open textbook adoptions in B.C., see
Adoptions in B.C. in the *Adoption Guide – 2nd Edition*.

PART V

Ancillary Resources

In this section:

- What is an ancillary resource?
- Why are open textbook test banks restricted to instructors?

What is an ancillary resource?

An ancillary resource is supplemental material that can be used with an open textbook, such as a bank of test questions and answers, videos, or sample exams.

Textbooks that include one or more ancillary resources in the B.C. Open Textbook Collection are marked with an Ancillary Resources flag.

Why are open textbook test banks restricted to instructors?

Test banks are restricted to instructors only, in B.C. and elsewhere in the world, so that they can be used for testing purposes. Thus, we ask that faculty who receive these ancillary resources do not post them publicly or share them with students.

The BCcampus Open Education Support team vets each instructor request for test banks before sharing these resources.

PART VI

Collections and Open Textbooks

In this section:

- What does OER stand for?
- What is an open textbook?
- Is an open textbook an ebook?
- Who funds the creation and maintenance of open textbooks?
- May an open textbook be sold?
- How is the B.C. Open Textbook Collection maintained?
- How should textbook errors be reported?
- In the B.C. collection, what does the date beside each title indicate?
- Are MARC records available for the B.C. Open Textbook Collection?

What does OER stand for?

OER stands for open educational resources and refers to educational resources, such as textbooks, readings, multi-media files such as videos and audio clips, assessment tools like exams and test banks, online courses, syllabi and lesson plans, and even software, that are openly licensed. The open copyright licence ensures that the OER are freely accessible, typically free to use, and that users are free to make changes.

What is an open textbook?

An open textbook is a textbook released with an open-copyright licence and made available online and in a variety of file types to be freely used by students, teachers, and members of the public.

For more information, see Not Just Another Textbook in the *Self-Publishing Guide*.

Is an open textbook an ebook?

An open textbook is often available digitally either as an ebook or online. However, an ebook is not necessarily an open textbook. The identifying feature of an open textbook is the open-copyright licence with which it is released. Sometimes an open textbook is part of the public domain because its copyright has expired or it has been delegated to the public domain by its creator.

Who funds the creation and maintenance of open textbooks?

BCcampus Open Education, responsible for the B.C. Open Textbook Collection, is a publicly funded project that receives funding from the B.C. Ministry of Advanced Education, Skills & Training and the Hewlett Foundation.

For more information, see *Who Pays for This?* in the *Self-Publishing Guide*.

May an open textbook be sold?

Yes, an open textbook may be sold. There are no restrictions on charging for an open textbook or other OER unless NC (NonCommercial) is part of its licence. And even then, it is permissible and standard practice to charge for cost recovery (printed costs of the book + basic overhead).

For more information, see Licences and Tools in the *Self-Publishing Guide*.

How can I submit my textbook to the B.C. collection?

To submit a textbook to be considered for the B.C. Open Textbook Collection, please complete the Suggestion for the Collection form. A selection committee will evaluate each submitted textbook to confirm that it meets the minimum requirements.

If a book is not chosen, it will be added to the *OER by Discipline Directory*. The BCcampus Open Education team informs the open education community at large about updates to this directory via the BCcampus newsletter and mailing lists. If the textbook is authored by a B.C. post-secondary instructor, staff, or student, it will be listed in the *Post-Secondary Directory*.

For a list of books currently under consideration for the B.C. collection or undergoing subject-matter expert review, see B.C. Collection – Books under Consideration and Review in the *OER by Discipline Directory*.

Which textbooks are currently being evaluated for the B.C. collection?

For a list of textbooks currently under consideration for the B.C. collection and open for review by Canadian faculty, please see B.C. Collection – Books under Consideration and Review in the *OER by Discipline Directory*.

How is the B.C. Open Textbook Collection maintained?

The B.C. Open Textbook Collection is maintained by the Coordinator of Collection Quality of BCcampus Open Education including:

- regular review and upgrade of the collection and its books
- evaluation of new open textbooks available from other sources, from recommendations submitted through the Suggestion for the Collection form, from OER created with funding from BCcampus Open Education grants
- responding to submissions from the Report a Textbook Error form

In the B.C. collection, what does the date beside each title indicate?

The date beside each book title indicates the last time the textbook was updated in the B.C. Open Textbook Collection.

An update is usually a minor, backend adjustment that does not affect its content. When content is changed, this adjustment is noted on the **Versioning History** document listed on the textbook's record page in the B.C. Open Textbook Collection. (We are in the process of posting **Versioning History** documents for each book in this collection.)

When a significant amount of content is modified, the new textbook files and web version are posted alongside the older files; a removal date (typically one month or more after the start of the next term) is noted by the older files.

How does BCcampus assign ISBNs to open textbooks?

BCcampus assigns both print and ebook ISBNs to open textbooks published by BCcampus and accepted to the B.C. Open Textbook Collection. For other open textbooks, the author is responsible for obtaining an ISBN.

For information on how to obtain an ISBN for an open textbook, see the ISBN Canada website.

How should textbook errors be reported?

If you find an error in an open textbook, please fill out the Report a Textbook Error form. We will inform the author of the error and make the required corrections. Once that is done, the changes will be noted in the book's "Versioning History" page and all files will be replaced.

Are MARC records available for the B.C. Open Textbook Collection?

The MARC record set for books in the B.C. Open Textbook Collection was created according to a standard accepted by the BCLA Cataloguing and Technical Services Interest Group (BCCATS). The cataloguing closely conforms to the Provider Neutral Record Standard (PDF). Cataloguers at Vancouver Island University and Kwantlen Polytechnic University were directly involved with the creation of the records.

For access to these records and more information, see BC Open
Textbook MARC Records.

PART VII

Copyright, Licences, Public Domain

In this section:

- What is an open licence?
- What is a Creative Commons licence?
- May I make copies of an open textbook?
- May I use an image or text from an open textbook without permission?
- May a fee be charged for a book with a NC (NonCommercial) licence?
- What is the public domain?
- What is the difference between intellectual property and copyright?

What is an open licence?

An open licence, or open-copyright licence, grants permission to access, retain, reuse, redistribute, and build upon (remix and revise) a work with few or no restrictions.

For more information, see Copyright and Open Licences in the *Self-Publishing Guide*.

What is a Creative Commons licence?

A Creative Commons (CC) licence is a type of open-copyright licence that enables authors to release their work so that users have the right to retain, reuse, redistribute, and build upon (remix and revise) a work that they have created.

For more information, see Copyright and Open Licences in the *Self-Publishing Guide*.

May I make copies of an open textbook?

Yes. The Creative Commons (open) licence on an open textbook gives anyone permission to make copies of all or part of it. These copies may be kept (retained) or distributed.

For more information, see Copyright and Open Licences in the
Pressbooks Guide.

May I use an image or text from an open textbook without permission?

The short answer is yes.

By definition, an open textbook is a book for which an open-copyright licence has been applied. This means that anyone is allowed to use, keep, share, and change the information within that work, without asking the author's permission, provided the author is given credit in an attribution statement.

For more information, see Resources: Captions and Attributions in the *Self-Publishing Guide*.

If using a specific image within a textbook, check the caption of the image and any attribution statements at the bottom of the web page for additional licensing conditions that may apply. Images within a textbook are sometimes covered by a different Creative Commons licence than the textbook in which they are used.

For more information, see Copyright and Open Licences in the *Self-Publishing Guide*.

May I link to or embed restricted material in my open textbook?

For the answer, see Embedding and Linking in the *Self-Publishing Guide*.

May a fee be charged for a book with a NC (NonCommercial) licence?

It's acceptable to charge for cost recovery (which could include cost of printing + basic overhead), but bookstores cannot make a profit on the sale of an NC-licensed work. Think of it like this: What does the bookstore need to charge to break even—and not make a profit—when it sells a printed copy of the NC-licensed textbook? Those charges would be acceptable.

Cost recovery (printing cost of the book + basic overhead) is widely accepted as allowable with NC-licensed content.

What is the public domain?

The public domain refers to material for which no copyright exists. In most instances, copyright for these items has expired. However, there are several cases where the author or creator has decided to release their work into the public domain by waiving all copy and related rights. For this, a CC0, “no rights reserved”, logo is often used.

For more information, see Copyright and Open Licences and Licences and Tools in the *Self-Publishing Guide*.

What is the difference between intellectual property and copyright?

Copyright is one type of intellectual property and in Canada (copyright laws vary by country) specifically covers “all original literary, dramatic, musical and artistic works provided the conditions set out in the *Copyright Act* have been met.”

Intellectual property (IP) refers to “creations of the mind” such as copyrighted works, patents, trademarks, industrial design, and geographical indication.

Creative Commons (CC) licences “do *not* license rights other than copyright and similar rights...For example, they do not license trademark or patent rights...” The other name for a CC licence is open-copyright licence.

For more information, see Copyright and Open Licences in the *Self-Publishing Guide*.

How do students agree to share course work under a CC licence?

Students can decide to share course work under a CC licence by signing an agreement.

For a template of this agreement, see Appendix 4 in the *Self-Publishing Guide*.

PART VIII

Find an Open Textbook

In this section:

- How do I search for a book in the B.C. Open Textbook Collection?
- Where can I find open textbooks in my discipline?

How do I search for a book in the B.C. Open Textbook Collection?

Search for books in the B.C. Open Textbook Collection using the subject categories in the left-hand navigation column or by entering keywords in the Search field in the top right corner.

Where can I find open textbooks in my discipline?

In addition to the B.C. Open Textbook Collection, refer to Other Open Textbook Collections to find open textbooks in many disciplines.

For more information, see also Finding Open Textbooks in the *Adoption Guide – 2nd Edition*.

PART IX

Librarians

In this section:

- Can librarians help with open textbooks?
- Who are the BC Open Education Librarians (BCOEL)?

Can librarians help with open textbooks?

Many post-secondary librarians have been on the leading edge of the open education movement and are knowledgeable about open textbooks. The B.C. Open Education Librarians (BCOEL) is a supportive community for British Columbian librarians who want to learn about open education practices.

Here are some ways librarians can help you:

1. Find an open textbook
2. Demonstrate how to use an open textbook
3. Catalogue open textbooks and their adaptations (digital and print)

For more information, see the BCOEL website.

Who are the BC Open Education Librarians (BCOEL)?

For the answer, see the BCOEL website.

PART X

Order Print Copies of Textbooks

In this section:

- How do I order a print copy of an open textbook?
- How do I place an institutional order for books?
- How do I place a complex order for books?
- How do I order multiple copies of a book?
- How do I order print copies of the trades books?
- How do I order a print copy of a book if I'm sales tax exempt?
- May I order a copy of a book in the B.C. collection from outside Canada?
- Can I use a credit card to buy a print copy of a book?
- Can I use a purchase order to buy a print copy of a book?
- May I or my institution print a copy of a book?
- Do you provide free faculty book copies?
- How do I cancel a print book order?
- How do I obtain a refund for a print book order?

How do I order a print copy of an open textbook?

To order a print copy of an open textbook, find the book in the collection and select “Buy a print copy.”

If you have problems, contact SFU Document Solutions at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

How do I place an institutional order for books?

Institutional, complex, or multiple copy orders can be placed via purchase order or by contacting SFU Document Solutions directly. They can be reached at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

How do I place a complex order for books?

Complex, institutional, or multiple copy orders can be placed via purchase order or by contacting SFU Document Solutions directly. They can be reached at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

How do I order multiple copies of a book?

Multiple copy, institutional, or complex orders can be placed via purchase order or by contacting SFU Document Solutions directly. They can be reached at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

How do I order print copies of the trades books?

All of the Common Core Trades open textbooks are available for purchase online through Queen's Printer. If you have questions, contact Queen's Printer by email at crownpub@gov.bc.ca or by phone at either 250-387-6409 or 1-800-663-6105 (toll-free in North America), Monday to Friday, 7:30am – 4:30pm Pacific Time.

How do I order a print copy of a book if I'm sales tax exempt?

For instructions, contact SFU Document Solutions at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

May I order a copy of a book in the B.C. collection from outside Canada?

Yes, international shipping is available. For information about delivery costs or how to use your own courier, contact SFU Document Solutions at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

Note that international shipping costs can be quite expensive, so you may prefer to print the textbook.

For more information, see the *Print-on-Demand Guide*.

Can I use a credit card to buy a print copy of a book?

Yes, credit cards are required for individual orders.

For assistance, contact SFU Document Solutions at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

Can I use a purchase order to buy a print copy of a book?

Yes. For assistance, contact SFU Document Solutions at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

May I or my institution print a copy of a book?

Yes, anyone is permitted to create print-on-demand copies of open textbooks.

For more information, see the *Print-on-Demand Guide*.

Do you provide free faculty book copies?

No, BCcampus Open Education is not funded to provide instructors with complimentary review copies of its open textbooks. However, many books in the B.C. Open Textbook Collection provide a PDF file, which you are free to print or view in digital format. There is also a reasonably priced print-on-demand option for each textbook in the collection. Under the heading “Get This Book,” click “Print”.

How do I cancel a print book order?

To cancel an order of printed open textbooks, contact SFU Document Solutions directly at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

How do I obtain a refund for a print book order?

To obtain or inquire about a refund for a print book order, contact SFU Document Solutions directly. They can be reached at docsol@sfu.ca or 778-782-4160 (Monday to Friday, 9am – 4pm Pacific Time).

PART XI

Pressbooks

In this section:

- What is Pressbooks?
- Does it cost money to use Pressbooks?
- How do I set up an account in Pressbooks?
- How do I add other users to a book in Pressbooks?
- How do I gain access to an unpublished book in Pressbooks?
- How do I import an open textbook in Pressbooks?
- Can a Google Doc file be imported into Pressbooks?
- Will Pressbooks support books written in a variety of languages?
- How do I link or hyperlink material in a book created in Pressbooks?
- How do I add equations and formulas to a book created in Pressbooks?
- Where is the word count for a book in Pressbooks?
- What are the differences between digital and print PDF files?
- How do I delete a book from my Pressbooks account?
- Where can I find more help with Pressbooks?

What is Pressbooks?

For the answer, see Introduction in the *Pressbooks Guide*.

Does it cost money to use Pressbooks?

If you are a B.C. or Yukon post-secondary instructor or staff, the BCcampus Open Education Pressbooks self-serve instance is free to use.

For more information, see Pressbooks for B.C. and the Yukon in the *Pressbooks Guide*.

How do I set up an account in Pressbooks?

If you are a B.C. or Yukon post-secondary instructor or staff, the BCcampus Open Education Pressbooks self-serve instance is free to use.

For more information, see Pressbooks Accounts in the *Pressbooks Guide*.

How do I add other users to a book in Pressbooks?

For the answer, see Provide Access to Others in the *Pressbooks Guide*.

How do I gain access to an unpublished book in Pressbooks?

If you have been invited by a colleague to read or contribute to a book in Pressbooks, make sure that the following steps have been taken:

1. You must have an account in Pressbooks.

See Pressbooks Accounts in the *Pressbooks Guide*.

2. The author must add you as a user to the book in Pressbooks. When this has been done, you will receive an auto email message containing a link to the book. Accepting this invitation and clicking on the link will add this book to your Pressbooks account.

See Provide Access to Others in the *Pressbooks Guide*.

3. You must have Author or Editor access (set up by the original author) in order to make changes or additions to the book. Subscriber access will allow viewing privileges only. You must log in to your Pressbooks account to view and make changes to the book.

If you want to view a book in progress without creating a Pressbooks account,

- The author must make the book Public. (See Make a Book Public.)
- The author must send you a link to the book.

If you are unsure whether you have a Pressbooks account or not, email support@bccampus.ca

How do I import an open textbook in Pressbooks?

For the answer, see Import Options for Pressbooks Content in the *Pressbooks Guide*.

Can a Google Doc file be imported into Pressbooks?

If you have used a Google Doc to create content for an open textbook or other OER, it can be imported into Pressbooks.

For more information, see Import a Google Doc in the *Pressbooks Guide*.

Will Pressbooks support books written in a variety of languages?

Yes. In fact, Pressbooks supports many languages including those that use a non-Latin alphabet.

For more information, see Language and Script Support in the *Pressbooks Guide*.

How do I link or hyperlink material in a book created in Pressbooks?

For the answer, see Hyperlink Material in the *Pressbooks Guide*.

How do I add videos and other media to a book created in Pressbooks?

For the answer, see Videos, Audio, and Interactive Media in the *Pressbooks Guide*.

How do I add equations and formulas to a book created in Pressbooks?

For the answer, see LaTeX for Formulas in the *Pressbooks Guide*.

**Where is the word count for a book in
Pressbooks?**

For the answer, see *Word Count* in the *Pressbooks Guide*.

What are the differences between digital and print PDF files?

A variety of file types can be exported for a book created in Pressbooks, including a digital PDF file and print PDF file.

For more information, see “PDF formats: print vs. digital” on Export Files in the *Pressbooks Guide*.

How do I delete a book from my Pressbooks account?

For the answer, see Delete a Book in the *Pressbooks Guide*.

Do any B.C. institutions host their own instance of Pressbooks?

Yes, Kwantlen Polytechnic University, Thompson Rivers University, and Trinity Western University each host their own instance of Pressbooks.

For a list of Canadian and American institutions that host their own Pressbooks instance, see Pressbooks Catalogues in the *Pressbooks Guide*.

Where can I find more help with Pressbooks?

For the answer, see Pressbooks Support Resources in the
Pressbooks Guide.

PART XII

Reviews of Open Textbooks

In this section:

- Have books in the B.C. collection been reviewed?
- Can I write a review for a book in the B.C. collection?

Have books in the B.C. collection been reviewed?

Many of the open textbooks in the B.C. Open Textbook Collection have been reviewed by subject matter experts and are marked with a Faculty Reviewed flag. These open peer reviews are posted at the bottom of the textbook's record page in the collection along with the reviewer's name, position, and institution.

For a complete list, see the reviewed textbooks page.

Can I write a review for a book in the B.C. collection?

We accept review applications from eligible and qualified faculty members who teach at a post-secondary institution in British Columbia, Alberta, Saskatchewan, or the Yukon.

For more information, see [Review an Open Textbook](#).

PART XIII

Write an Open Textbook

In this section:

- How do I create or self-publish an open textbook?
- What platforms are available to write an open textbook?
- How can I create a book cover?
- How are authors of open textbooks paid?
- Why should I give away the open textbook I've written?

How do I create or self-publish an open textbook?

For the answer, see the *Self-Publishing Guide*.

What platforms are available to write an open textbook?

For the answer, see the *Pressbooks Guide* and *Technology and Accounts: Training in the Self-Publishing Guide*.

How can I create a book cover?

All open textbook grantees funded by BCcampus are responsible for designing their own textbook cover.

For more information, see Textbook Cover in the *Self-Publishing Guide*, Book Cover in the *Pressbooks Guide*, and Open Textbook Cover Toolkit in the *Print-on-Demand Guide*.

How are authors of open textbooks paid?

For the answer, see **Who Pays for This?** in the *Self-Publishing Guide*.

Why should I give away the open textbook I've written?

For the answer, see **Why Should I Give My Work Away?** in the
Self-Publishing Guide.

PART XIV

Institutional Support

In this section:

- Who at my institution can answer questions about open textbooks and open education?

Who at my institution can answer questions about open textbooks and open education?

For information on who to contact at your institution about open textbooks and open education, select your institution from the list below.

British Columbia Institute of Technology (BCIT)

For assistance, please contact:

Rosario Passos, Instructional Development Consultant
Learning and Teaching Centre
Email: Rosario_Passos@bcit.ca
Phone: 604-456-1266

OR

Lin Brander, Reference Librarian
Business Research and International Programs
Email: Lin_Brander@bcit.ca
Phone: 604-432-8922

Camosun College

For assistance, please contact:

Sue Doner, Faculty/Instructional Designer/eLearning Development & Support
Centre for Excellence in Teaching and Learning
Email: DonerS@camosun.bc.ca
Phone: 250-370-3939

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OR

Sybil Harrison,
Email: HarrisonS@camosun.bc.ca

Capilano University

For assistance with the **library aspect** of open educational resources and textbooks, please contact:

Sabrina Wong, Scholarly Communications and Copyright Librarian
Email: sabrinawong2@capilanou.ca
Phone: 604-986-1911, ext 2103

OR

Michel Castagne, Digital Services Librarian
Email: michelcastagne@capilanou.ca
Phone: 604-986-1911, ext 2143

For **all other questions** regarding open textbooks, OER, and open education, contact:

Laura MacKay, Director, Centre for Teaching Excellence
Email: lmackay@capilanou.ca
Phone: 604-986-1911, ext 2476

OR

Alyssa Hamer, Open Education Coordinator
Email: alyssahamer@capilanou.ca
Phone: 604-990-7831

Coast Mountain College

For assistance, please contact:

Email: colt@coastmountaincollege.ca
Centre of Learning Transformation (COLT)

College of New Caledonia (CNC)

For assistance, please contact:

Grace Dyck, Education Technology/Instructional Skills
Coordinator
Centre for Teaching & Learning

Who at my institution can answer questions about open
textbooks and open education? 125

Email: dyckg@cnc.bc.ca

Phone: 250-562-2131 local 5550

OR

Paula Hayden, Director for Teaching and Learning

Email: haydenp1@cnc.bc.ca

College of the Rockies (CotR)

For assistance, please contact:

COTROnline Moodle Help Desk

Email: cotronline@cotr.bc.ca

Phone: 250-489-2751 local 3737

Douglas College

For assistance, please contact:

Debra Flewelling, Open Education & Emerging Technologies
Librarian

Email: flewellingd@douglascollege.ca

Phone: 604-527-5190

Emily Carr University of Art + Design (ECUAD)

For assistance, please contact:

Email: tlc@ecuad.ca

Phone: 604-630-4554

Justice Institute of British Columbia (JIBC)

For assistance, please contact:

Email: telt@jibc.ca

Kwantlen Polytechnic University (KPU)

For assistance, please contact:

Email: rajiv@kpu.ca or open@kpu.ca

Langara College

For assistance, please contact:

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Lindsay Tripp, Copyright Librarian

Email: ltripp@langara.ca

Amelia (Mia) Clarkson, Open Education Coordinator

Email: aclarkson@langara.ca

Julian Prior, Dept Chair, Ed Tech

Email: jprior@langara.ca

Nicola Valley Institute of Technology (NVIT)

For assistance, please contact:

Rita Cavaliere, Librarian

Email: rcavaliere@nvit.bc.ca

Phone: 250-378-3303

North Island College (NIC)

For assistance, please contact:

Terri Bateman, Distributed Learning Facilitator

Email: Terri.Bateman@nic.bc.ca

Phone: 250-334-5000 ext. 5235

OR

Liesel Knaack, Director, Teaching & Learning Innovation

Email: Liesel.Knaack@nic.bc.ca

Okanagan College

For assistance, please contact:

Ross McKerlich, Education Technology Coordinator

Email: rmckerlich@okanagan.bc.ca

Phone: 250-762-5445 ext 4921

OR

Ross Tyner, Director of Library Services

Email: rhtyner@okanagan.bc.ca

Phone: 250-762-5445 ext 4665

Royal Roads University (RRU)

For assistance, please contact:

Sophia Palahicky, Associate Director

Who at my institution can answer questions about open
textbooks and open education? 127

Centre for Teaching & Educational Technologies

Email: Sophia.Palahicky@royalroads.ca

Phone: 250-391-2600 ext 4766

OR

Rosie Croft, University Librarian

Email: Rosie.Croft@royalroads.ca

Phone: 250-391-2699

Selkirk College

For assistance, please contact:

Ken Laing, Instructional Services and Digital Initiatives Librarian

Email: klaing@selkirk.ca

Phone: 250-365-7292, ext 21382

Simon Fraser University (SFU)

For assistance, please contact:

Hope Power, Teaching & Learning Librarian

Email: hpower@sfu.ca

Phone: 778-782-4359

Thompson Rivers University (TRU)

For assistance with adopting, adapting, or creating an open textbook,
contact:

Brenda Smith

Email: brsmith@tru.ca

Phone: 250-828-5098

For assistance with Pressbooks, contact:

Ken Monroe

Email: kmonroe@tru.ca

Phone: 778-471-8440

Trinity Western University (TWU)

For assistance, please contact:

Colin Madland

Online Learning and Instructional Technologies

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Email: colin.madland@twu.ca

Phone: 604-513-2121 ext 3876

University of British Columbia, Okanagan campus (UBCO)

For assistance, please contact:

Michelle Lamberson, Director, Flexible Learning

Email: michelle.lamberson@ubc.ca

Phone: 250-807-9029

University of British Columbia, Vancouver campus (UBC)

For assistance, please contact:

Will Engle, Strategist, Open Education Initiatives

Centre for Teaching, Learning & Technology

Email: will.Engle@ubc.ca

Phone: 604-822-5913

For more information, visit: <http://open.ubc.ca/>

University of the Fraser Valley (UFV)

For assistance, please contact:

Martin Warkentin, Copyright Librarian

Email: Martin.Warkentin@ufv.ca

Phone: 604-504-7441, ext 4460

University of Northern British Columbia (UNBC)

For assistance, please contact:

Grant Potter, Sr Lab Instructor, E-Learning

Centre for Teaching, Learning, and Technology

Email: grant.potter@unbc.ca

Phone: 250-960-5188

University of Victoria (UVic)

For assistance, please contact:

Inba Kehoe, Copyright Officer/Scholarly Communications

Who at my institution can answer questions about open
textbooks and open education? 129

Librarian

Email: ikehoe@uvic.ca

Vancouver Community College (VCC)

For assistance, please contact:

Elena Kuzmina, Coordinator, Collections, e-Resources and OER

Email: ekuzmina@vcc.ca

Phone: 604-871-7000, ext 8346

Vancouver Island University (VIU)

For assistance, please contact:

Maxwell Stevenson, Director

Centre for Innovation and Excellence in Learning

Email: Maxwell.Stevenson@viu.ca

Versioning History

This page provides a record of major changes made to this resource. Each set of edits is acknowledged with a 0.1 increase in the version number. Because information is regularly updated in this resource, those changes do not appear on this page. Instead, each chapter has a “Last update” date. We have not exported additional files because of the ever-changing nature of this resource. If you would like a certain file type, email support[at]bccampus[dot]ca.

Version	Date	Change	Affected Web Page
1.0	March 21, 2019	Added as an ongoing resource to the B.C. Open Textbook Collection.	
