



Title: Photocopying & Copyright

Category: Operating –Service Process – Library Services

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Related legislation: Copyright Act 1968
Copyright Amendment Act 2006

Related policies:

Related procedures:

Related forms:

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1. Purpose

The purpose of this policy is to outline responsibilities and procedures regarding the use of third party copyright material using the library's facilities.

2. Objectives

The objectives of the policy are to:

- Reduce library staff and patron exposure to the risks associated with using the library's photocopying facilities.
- Assist patrons to make full legal use of the materials at their disposal by clearly identifying responsibilities.
- Promote copyright compliance when using the library's photocopying facilities.

3. Scope

This policy applies to all library staff and patrons.

4. Definitions

"Third party copyright material" - includes both unlicensed and licensed third party copyright material.

"Use" - includes the following acts: copying; communicating (electronically transmitting); adapting; publishing; performing in public; entering into a commercial rental arrangement; or any other copyright as defined by law.

5. Principles

5.1 General Compliance Responsibilities

- All staff and students must ensure that they understand and comply with the legal restrictions and obligations regarding the Copyright Act.
- All patrons must read and understand relevant information provided on signage in the library. Patrons are entirely responsible for any copyright infringement resulting directly or indirectly from their own actions.
- All staff and patrons must comply with the terms and conditions of computer software licenses that accompany computer software use within the library.
- All staff and patrons meet the fair dealing provisions of the Copyright Act. These provisions allow individuals to reproduce copyright material if the reproduction meets certain reasonable portion limits and is for the purpose of research, study, criticism or review.

5.2 Copying of Reasonable Portions

The Copyright Act specifies that the following “reasonable portions” of a hardcopy work can be copied or communicated:

5.2.1 Books

- One chapter or 10% of the number of pages of a work, whichever is the greater.
- More than 10% can be copied if the work is not commercially available within a reasonable time at an ordinary commercial price
- The whole or part of a literary or dramatic work in a published anthology if not more than 15 pages
- An artistic work with supporting text
- A standalone artistic work if it is not separately published or is not commercially available within a reasonable time at an ordinary commercial price.

5.2.2 Journals

- One article per issue of a journal publication
- Two or more articles can be copied from the same issue of a periodical publication, provided the articles relate to the same subject matter.

5.3 Training

A comprehensive and continuous education and training framework covering copyright issues is in place for library staff.

5.4 Disclaimer

The library takes no responsibility for the illegal colour photocopying of legal documents.

6. Responsibilities

All library staff share responsibility for implementing this policy consistently across all locations of the library.

7. Complaints

- Any complaint / appeal will be dealt with in the first instance by the Shift Supervisor.
- Complaints / appeals that cannot be resolved at this level will be referred to the Manager, Library Services or an authorised delegate (Co-ordinator Client Services or Co-ordinator Support Services).
- If the customer remains unsatisfied, they may write to:
Mr. Jim Montague, General Manager
Canterbury City Council
PO Box 77 CAMPSIE NSW 2194