

<b>9.</b>	<b>OTHER SERVICES</b>	
<b>9.5.</b>	<b>Copying</b>	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

9.5.1. Copying refers to any activity which reproduces a work either in whole and in part. This includes, but is not limited to, photocopying, faxing, printing, scanning and downloading.

9.5.2. The Library provides copying services for the public. The Library Board determines which types of copying services are available and may set fees for these services (see *Fee Schedule* in Appendix).

**9.5.3. Copyright**

9.5.3.1. The Library encourages its customers to conform to the provisions of the Canadian *Copyright Act* and the *Public Library Copying License Agreement with Access Copyright* (the Canadian copyright licensing agency).

9.5.3.2. *Copying Information for the Public* notices about copyright will be placed at public copying locations (see Appendix).

9.5.3.3. All copying is the sole responsibility of the customer. The Library will not be liable for any copyright infringements that may occur.

9.5.3.4. Staff will comply with the provisions of the Canadian *Copyright Act* and the *Public Library Copying License Agreement with Access Copyright* (the Canadian copyright licensing agency).

9.5.3.5. A *Copying Information for Library Staff* notice will be posted at the staff photocopier (see Appendix).