

POLICY: **ACCESS COPYRIGHT**

POLICY #: **B-OP-15**

COMMITTEE:	Library Board	PASSED:	October 2013
TOPIC:	Operating Policies	AMENDED:	28 January 2016
		REVIEW PERIOD:	As required

PURPOSE

To describe the terms under which authorized and appropriate copying may be done at the library.

POLICY

Access Copyright is a non-profit organization founded by Canadian writers and publishers which acts on behalf of its members to grant permission to copy. Access Copyright collects and redistributes licensing fees to the creators of published materials. The licensing fees are calculated on a predetermined formula which, in public libraries, will be tied to the number of copying machines and the population of the communities.

An Access Copyright licence provides protection against illegal copying on library premises. In 1998 the Library Board signed an Agency Agreement, authorizing the Province of British Columbia to negotiate a licensing agreement with Cancopy, now Access Copyright, on behalf of the North Vancouver District Public Library. This province-wide Agreement with Access Copyright, in effect, ensures library boards against harm arising from illegal copying.

The Agency Agreement stipulates that the Province is the agent of the library board for the purpose of the Licence Agreement with Access Copyright and that it acts in the library board's best interests. The Province of British Columbia also agreed to bear the cost of the province-wide Licence Agreement.

Public and staff use of photocopiers in the Library is governed by both the Copyright Act and the Access Copyright licence which authorizes copying beyond what is permitted under the Copyright Act. To facilitate compliance with the Access Copyright licence agreement, the Library is required to:

- 1) use reasonable efforts to inform all persons entitled to make or use copies under the Licence of the Terms and Conditions of Authorized Copying, and
- 2) ensure that any material the Library distributes or gives out for information on copying under the licence is consistent with the terms.

To inform patrons who make use of the self-service photocopiers in each branch of what they may or may not copy according to the Copyright Act and under the Access Copyright Licence, the Library will post in a location adjacent to each public or staff copier, the *Public Use Photocopier Copyright Notice* and the *Information for Library Staff – Copying Licence For Public Libraries*.

When staff are required to make copies of published materials for other libraries (Interlibrary Loan), to send information by fax or email, or to make copies for a patron unable to use the self-service copier, the following should be included on at least one page of the copies:

- 1) the international copyright symbol © ,
- 2) credit to publisher and to author/creator (where known), and
- 3) the following notice

This material has been copied under Licence from Access Copyright. Sale or further copying of this material is strictly prohibited.

RESPONSIBILITIES

The Library Board is responsible for this policy.

The Director of Library Services is responsible for implementing this policy.