

# AL 300 Responsibilities of Customers

## AL 350 Copying Of Materials

*Adopted: 1/78; Revised: 7/08, **draft 7/16***

### Background

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The law specifies that any photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a person makes or later uses a photocopy or other reproduction for purposes in excess of "fair use", that person may be liable for copyright infringement.

### Policy

This policy ensures that Metropolitan Library System customers may use the photocopiers and computer printers provided for public use to make reproductions of material for private study, scholarship or research as allowed by copyright law and that the burden of compliance with the copyright law falls upon the person making the reproduction.

### Regulations

1. The Metropolitan Library System will maintain photocopying machines and computer printers at most system libraries for public use and for internal (staff) use for library business.
2. The burden of compliance with the copyright law falls upon the person who does the photocopying or computer printing. The library staff, the library system and the library commission cannot be held liable for photocopying or computer printing done by members of the public.
3. The following fees ~~A-per-copy-fee~~ will be charged for public use of library photocopying machines ~~and computer printers as established in SF 910 Fee Schedule:~~
  - Black and white - \$0.10 per page
  - Color - \$.50 per page
  - Microfiche copies - \$0.25 per page
- ~~4. A per page fee will be charged for public use of computer printers as established in SF 910 Fee Schedule.~~
5. The library will maintain the required "Warning Concerning Copyright Restrictions" at or near each photocopier.
6. Library staff members making reproductions of copyrighted material for library business use will follow this policy, the procedures found in AL 350.1 Copying of

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Materials Procedures and any other guidelines established to avoid infringement of the copyright law.