

Section of Manual Gravenhurst Public Library	Effective Date
Subject Copying of Material	Policy No. 35

## **POLICY**

The photocopier in the Gravenhurst Public Library is available for public use. The copyright legislation must be observed.

## **PURPOSE**

To allow the public use of the photocopier and to ensure that the Gravenhurst Public Library staff and patrons operate within the terms and conditions of the copying licence for public libraries.

## **PROCEDURE**

- The Gravenhurst Public Library adheres to the laws of Canada governing the copying of all materials.
- The Gravenhurst Public Library retains a copying licence for public libraries through Cancopy, a non-profit organization formed and run by Canada's leading associations of creators and publishers.
- Copyright legislation must be observed.
- Any abuse of copyright legislation is the responsibility of the user.
- Fees for Copies:

1 – 99 copies	20 cents per copy
100 plus copies	10 cents per copy
Ledger Size	40 cents per copy
Staff & Board Members	5 cents per copy

- If additional copies are required they may be supplied at the discretion of the Chief Librarian.
- The Board will consider requests on an individual basis to amend changes.