

**Dorothy Hull Library
Windsor Charter Township**

Photocopy Use Policy

Purpose

The Dorothy Hull Library, in its desire to meet the educational, informational, and communication needs of the community, offers the Library's photocopier services to patrons who wish to make needed copies of library reference materials, tax forms, legal documents, etc. As a public service, the Library may also make the photocopier available on an individual basis for other purposes.

The Library has available white paper for patron copying, but does not offer colored or other specialty papers. These may be obtained at a copy center.

Responsibility of Patrons Regarding Copyrighted Materials

Patrons, wishing to use the Library's photocopier, are responsible for compliance with all international, national and state laws governing the copying of copyrighted materials.

It is each patron's responsibility to determine if the materials wishing to be photocopied are subject to laws that govern making reproductions of copyrighted works. This includes printed materials and materials obtained on or copied from the internet. A work protected by copyright may not be copied without permission of the copyright owner, unless the proposed use falls within the definition of "Fair Use".

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a patron makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Library reserves the right to refuse to allow a copying request if it judges that to allow the request would involve violation of copyright law.

Copying Volume

The library reserves the right to limit patron use of the photocopier for copying lengthy documents and/or making multiple copies of items, like flyers. Because large volume copying can interfere with other patron's use of the copier, special permission for large volume copying is required. Special permission is required from the librarian on staff for any copying job that is

over 20 pages. Special permission is not required for copying tax forms or other legal documents as long as the pages copied do not exceed fifty.

Patrons who need to make a larger volume of copies may be denied use of the copier and will be asked to use a local office supply store or a copy center.

Copying Cost

Copying prices are to be periodically updated, posted and subject to change.

Loss of Copying Privileges

The Library reserves the right to not grant copying privileges to patrons who have misused the photocopy machine or have violated this policy.

Adopted June 6, 2005 (as Copy Machine Policy); amended Sept.-21-2017