



# Kenora Public Library Board

## POLICY

<b>SECTION: Operating</b>	<b>NO: OP-14</b>
<b>TITLE: Copying and Printing</b>	<b>DATE: May 22, 2024</b>
	<b>Next Review Date: May 2028</b>

The Kenora Public Library adheres to the laws of Canada governing the copying of all materials. The library retains a copying license for public libraries through Access Copyright, a non-profit organization formed and run by Canada's leading associations of creators and publishers. The library operates within the terms and conditions of this license and makes every effort to ensure that customers and staff do likewise.

Use of photocopiers to reproduce all or a substantial part of work protected by copyright is governed by the Canadian Copyright Act.

Copying of a work or a substantial part of a work protected by copyright requires the permission of the copyright owner.

The responsibility of determining whether permission is required, and then obtaining permission, is that of the person making the copy and not the Kenora Public Library.

Staff will neither participate in nor condone infringement of copyright. The Canadian Copyright Act (Appendix) may be reviewed should further information be required.

Staff will respect the patrons' right to privacy when handling documents while printing and photocopying.

Printing is available from photocopiers, laser printers and microfilm readers.

Fees will be charged in accordance with the Comprehensive List of Fees (Appendix).

### Related Documents:

Kenora Public Library - ***Comprehensive List of Fees***

Canadian Copyright Act R.S.C., 1985 c. C-42

History			
<b>Approval Date:</b>	May 22, 2024	<b>Approved by:</b>	Marj Poirier
<b>Amendment Date:</b>		<b>Approved by:</b>	
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