

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) <b>STATEMENT of POLICIES</b>		Page:	<b>1 of 1</b>
Chapter:	<b>OPERATIONS</b>	SP No.	<b>D.7</b>
Subject:	<b>Copying and Printing Services</b>	Approved:	<b>June 12, 2024</b>
Issued by:	<b>Board Trustees</b>	Subject to Review:	<b>2025</b>
Replaces:	<b>NEW</b>	Dated:	

## **POLICY**

### **General**

1. The Sparwood Public Library supports the ability to access and share information in a variety of formats. To facilitate this ability, the library provides copying and printing services.

### **Copying and Printing Services**

2. The Sparwood Public Library offers a variety of copying and printing services including, photocopying, printing, scanning, and faxing.
3. The Sparwood Public Library may charge fees for these services.
4. All photocopying and printing is the sole responsibility of the user. The library will not be liable for any direct, indirect, incidental, or consequential damages sustained or incurred in connection with the use of this service.

### **Copying Under the Copyright Act and CANCOPY License**

5. Canada's [Copyright Act](#) provides for civil and criminal penalties for copyright infringement. Under the Act, it is illegal to copy most published materials without permission.
6. To authorize copying beyond what is permitted under the Copyright Act, the Province of British Columbia has signed on behalf of BC public libraries, a license with CANCOPY, a non-profit organization representing Canadian and foreign authors and publishers. A summary of what type of print copying is allowed under the CANCOPY license can be found here: [Library Poster](#).
7. Compliance with applicable copyright regulations is the sole responsibility of the equipment user.

## **PURPOSE**

8. To set out what type of copying and printing services the Sparwood Public Library may offer, and under what conditions.

## **RESPONSIBILITY**

9. The oversight of the copying and printing services policy is the responsibility of the Board and the Chief Librarian.

## **PROCEDURES**

10. This policy will be reviewed annually.