

LEACH PUBLIC LIBRARY

COPY MACHINE POLICY

1. The library will provide access to a photocopy machine for library patrons. Patrons may ask for assistance or do the copying themselves.
2. A notice will be posted informing the patron of copyright law and regulations in the United States. The library is not responsible for misuse.
3. The charge for the use of the photocopier shall be \$.15 (fifteen cents) per page and if the item to be copied is two sided, the charge will be \$.20 (twenty cents) per page.
4. Patrons are not allowed to bring their own paper to use in the library photocopy machine unless approved by the Library Director.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW of the United States (Title 17, United States code) governs the making of photocopies and other reproductions of copyrighted materials.

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 a photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," the user may be liable for copyright infringement.

THIS INSTITUTION reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.