



Section of Policy Manual: Services	Policy No. : SER-08
Subject: Copying of Material	Policy Approval Date: December 14, 2023
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The Gravenhurst Public Library provides photocopying, printing, scanning, and outgoing faxing services. All printing services adhere to the laws of Canada governing the copying of materials.

### Section 1: Definitions

1. **Copy:** For the purposes of this policy, the word “copy” or “copying” refers to any duplication of a work, whether that be through photocopying, printing, scanning, faxing, or other means of duplication.
2. **Access Canada:** A non-profit organization formed and run by Canada’s leading associations of creators and publishers.
3. **Canadian Copyright Act:** The act governing copyright laws in Canada.

### Section 2: Governing Laws

The Gravenhurst 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 Canada, 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 Library users and staff members do likewise.

The Canadian Copyright Act governs use of photocopiers to reproduce all or a substantial part of work protected by copyright. Copying of a work or a substantial part of a work protected by a copyright requires the permission of the copyright owner.

No parts of some work, such as music, can be copied without permission. However, as outlined in Section 29 of the Copyright Act, it is not an infringement of copyright to “deal fairly” with some works for the purpose of private study, research, criticism, review or newspaper article summary.



The responsibility of determining whether permission is required, and then obtaining permission, is that of the Library patron requesting the copy.

Staff will neither participate in nor condone infringements of copyright. Staff can direct Library users to the Canadian Copyright Act should further information be required.

### **Section 3: Services**

The following services are provided at Gravenhurst Public Library. The cost of these services is outlined in Section 4: Copying Services Fee Schedule.

- **Black/White Printing:** Black/white printing is available through use of the public workstations and the printer located on the second floor. In addition, copies can be made to the second floor printer from the Library's microfilm reader.
- **Colour Printing:** Colour printing is available through the photocopier located in the staff workroom and these print jobs can be sent to staff by email or provided to staff on a USB thumb drive. Acceptable file types are: .docx, .jpg, .pdf, .png, .xlsx, or .pub. Colour printing is not available through the public access computers.
- **Photocopying:** Staff provide this service through use of the photocopier in the staff workroom to complete black/white and colour photocopying jobs.
- **Faxing:** The Library provides outgoing faxing services through use of the photocopier in the staff workroom. The Library cannot receive incoming faxes.
- **Scanning:** The Library provides outgoing scanning services through the photocopier in the staff workroom. Scanned copies can be sent to valid email addresses and to USB thumb drives.

The Library will make every attempt to ensure that the above services are available when the Library is open. The Library cannot guarantee that these services will be available, timely, secure, private, error free, or uninterrupted.



#### Section 4: Copying Services Fee Schedule

Due to the costs associated with these services (i.e. staffing, supplies, maintenance), the Library charges a fee for all copying services. The following guidelines apply to the fee schedule:

- Each page photocopied, printed, scanned, or faxed counts as one page, including cover pages.
- Double-sided pages count as two pages.

The fee schedule is as follows:

Service	Fee (per page)
Standard Scanning	\$0.25
Custom Scanning and Photocopying (needs to be arranged on the glass of photocopier)	\$1.00
B/W Printing and Photocopying (all paper sizes)	\$0.25
Colour Printing and Photocopying (all paper sizes)	\$1.00
Fax: local number or toll free	\$2.00
Fax: long distance	\$2.00
Fax: international	(\$5.00 for 1 <sup>st</sup> page; \$2.00 for each additional page)
Flat Fee for Printing from Email	\$1.00 per email

#### Section 5: Liability

The Gravenhurst Public Library does not take responsibility for incorrect fax numbers or email addresses, and asks that patrons check fax numbers and email addresses to ensure that faxes and scanned items are sent to the correct address.

It is the responsibility of patrons and Library staff to ensure that the Copyright Act is followed when copying materials.

#### Related Documents

Access Copyright <https://www.accesscopyright.ca/>

Canadian Copyright Act <https://laws-lois.justice.gc.ca/eng/acts/C-42/Index.html>