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PUBLIC SERVICE

(3.17) Copying and Copyright

PUBLIC COPIERS

A self-service public copier is provided at each facility. Copiers downtown and at the Valley are coin-operated. At the Douglas Library, patron pays at library service desk on completion of copying. Patrons are encouraged to request instruction from staff in use of machine. Mistakes (such as wrong size paper) are charged to patron.

Fee for copying is \$0.15 per copy, without regard to size of paper. For non-circulating library materials, five pages may be copied free of charge. Copying of tax forms and other IRS publications is at the patron's expense.

The main library also provides a reader-printer for microfiche and microfilm. Guidelines for use are the same as for the copy machines: first five pages of non-circulating materials are free of charge, \$0.15 per page beyond the free five or for outside materials.

Double-sided copying is not available.

MUNICIPAL DOCUMENTS

The library is the only public repository for many of the CBJ documents. For current municipal documents that are not unique copies, staff may hold patron's driver's license or other "collateral" of value while patron takes the document to be copied at other agency or commercial copy shop; return time must be agreed upon in advance and must be shortest time possible given specific circumstances. For a unique municipal document that is the library's last/only copy, staff shall not permit it to leave the building. Instead, a reduced rate of \$0.05 per copy shall be charged for in-house copying. If copy is lengthy, staff may arrange a time during closed morning hours for patron to use copier.

Most current CBJ documents are now available in PDF format on the city's webpage. If a document is online, there is no price reduction for copies from the corresponding print document or for prints from the online document. These will be charged at the full rate of \$0.15 per page for black and white prints and \$1.00 per page for color prints.

COPYRIGHT

U.S. copyright law governs photocopying copyrighted material. Use of unsupervised photocopiers in libraries is the patron's legal responsibility rather than the library's. A "Notice Warning Patrons Concerning Copyright Restrictions" is posted near each public-use photocopier. This notice refers to the "fair use" guidelines for private study, scholarship, or research. If a patron requests further guidance on copyright law, both reference and circulating materials are available.

Audio Visual Materials

The concept of "fair use" does not allow duplication of audio-visual material. The library has neither the means nor the responsibility to monitor outside copying or other use of our circulating materials; this is the legal responsibility of the patron who checks out the material.

DVDs and videos circulated to the public may be "Home Use Only" or may have "Public Performance Rights." The definition of "public performance" is as follows: "to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered." Face-to-face teaching activities of a nonprofit educational institution may allow showing of a home-use DVD or video if it has a direct relationship to the subject being taught. It is the responsibility of the patron checking out the item to determine if this exception applies. The library cannot offer legal advice to patrons.

DVDs or videos with "Public Performance Rights" will be marked on the box, usually as part of the printed annotations. Any DVD or video without the "Public Performance Rights" annotation should be assumed by staff and public to be for "Home Use Only."

Electronic Materials

Electronic materials, such as e-books, information databases, and downloadable audiobooks are offered to the public by the library through a variety of subscription and contract arrangements. These are also covered by copyright. Patrons must observe the downloading and copying restrictions indicated by the different electronic sources. Unauthorized duplication and distribution of these materials to third parties is a copyright violation, as is sharing login information and passwords with people outside of the Juneau Public Libraries service area.

It is a copyright violation to use library computer equipment or networks to upload and distribute electronic materials or media to any file sharing network or system. This may result prosecution and in the permanent loss of computer privileges at all Juneau Public Libraries.