

COPYRIGHT POLICY

Approved: April 18, 2006

1. The Library assumes no responsibility for members' infringements of copyright, should they occur.
2. The Library staff will use due diligence to adhere to the clauses set out in the Canadian Copyright Act and the regulations and procedures set out in the Access Copyright Licence.
 - 2.1 Up to date copies of the Access Copyright Licence will be posted by the public photocopier.
 - 2.2 Staff will communicate the copyright rules to the public as needed. Copyright rules also apply to the Internet.
3. The Access Copyright Licence and staff guidelines for photocopying in the Library are found in **APPENDIX B**.
4. A Photograph Release form as attached in **APPENDIX C** will be signed by all individuals being photographed for Library promotional purposes. Attached to the permission form will be:
 - A copy of the photograph along with the expiry date.
 - Filename where the photograph is located.
 - Where the photograph was used.
 - The words "Used with Permission" will be added to all photographs.