



Copyright and Library Equipment Policy

Date Adopted: April 17, 2025

Dates Amended: N/A

PURPOSE

The Gardiner Library complies with United States Code: Title 17 (17 U.S.C.). It is the intent of this law to protect original works of authorship fixed in a tangible medium of expression by protecting the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not they have been published.

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for criticism, comment, news reporting, teaching, scholarship, or research purposes. Under the precepts of fair use (17 U.S.C. § 107), Gardiner Library patrons may copy or print parts of copyrighted works for one-time, educational, nonprofit activities. Copying that would replace or infringe upon a commercial sale of copyrighted work (i.e., copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, Gardiner Library patrons should seek permission from the copyright owner before proceeding.

USE OF PHOTOCOPIERS, PRINTERS, AND FAX MACHINES AND ASSOCIATED FEES

The Gardiner Library provides photocopiers, networked printers, and fax machines for convenience and lawful use by staff and patrons. The Gardiner Library cannot be liable for the acts of individual patrons using Gardiner Library materials or equipment. In the course of their work, Library staff seek to adhere to the tenets of 17 U.S.C. and will not knowingly fulfill patron requests that constitute violations of copyright law.

- **Photocopier** – The Gardiner Library maintains a photocopier for use by staff and patrons. Upon request, staff will copy materials for patrons for a fee of \$0.20 per page up to nine pages or \$0.10 per page for 10 or more pages.
- **Printer** – The Gardiner Library maintains a networked printer for use by staff and patrons. Patrons may print to the networked printer for a fee of \$0.20 per page up to nine pages or \$0.10 per page for 10 or more pages for black and white printouts. Color printouts will incur a fee of \$1.00 per page. Printing for job seekers and students is free.



GARDINER LIBRARY

- **Fax Machine** – The Gardiner Library maintains a fax machine for use by staff and patrons. Patrons may send or receive faxes at a fee of \$1.00 per page.