

PHOTOCOPYING POLICY

POLICY STATEMENT

Library Services provides three photocopiers for public use. There is one located in the Reference Department, Serials/Interlibrary Loan area, and the Instructional Resources Center (IRC).

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproduction of copyrighted material. 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 the 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,” that 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.

DEFINITIONS

User: Any individual that uses a photocopier in Roberts-LaForge Library or the IRC.

User Error: A mistake made by using the photocopier incorrectly.

Machine Error: Blemishes, lines, toner defects, or other mistakes caused by the photocopier.

PROCEDURES AND RESPONSIBILITIES

1. Photocopies cost \$0.10 per page and payment must be made with a DSU Okra Kard or a guest card. A guest card costs \$1.00 and value must be added to it at the Card Value Center located in the Reference Department of the Roberts-LaForge Library in order to activate the card.
2. The Library does not accept cash for photocopies.
3. The library is not responsible for bad photocopies due to user error.
4. For machine errors, the library will provide a maximum of three (3) replacement copies.
5. Users should report any machine errors immediately after the first bad copy to the nearest service desk.

RELATED DOCUMENTS

- Guidelines for Toshiba Photocopiers