



POLICY: COPYRIGHT COMPLIANCE

APPROVED/REVIEWED: 15 May 2017

It is the intent of the West Chester Public Library (WCPL) Board of Trustees that the WCPL comply with the U.S. Copyright Law (Title 17, *U.S. Code*, Sect. 101, et seq.). This policy represents a sincere effort to observe the copyright law.

Employees and volunteers are prohibited from copying copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved by the institution's Copyright Officer (WCPL Director or designee) on a case-by-case basis.

The Copyright Officer shall assure that the following copyright warning is displayed on or near copying equipment:

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the copying of copyrighted materials. The person using this machine is liable for any infringement.

Employees and volunteers who willfully disregard the Library's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary action for persistent copyright infringements. If the Copyright Officer is aware of copyright infringements by an employee, he or she shall take appropriate steps to stop the illegal actions.