EASTTOWN LIBRARY

POLICY AREA: DAILY OPERATIONS

POLICY NAME: COPYRIGHT

ADOPTED: 2/19/1997

LAST REVIEWED: 4/24/2026

It is the intent of the Easttown Library Board of Trustees that Easttown Library comply with the U.S. Copyright Law (Title 17, *U.S. Code*, Sect. 101, et seq.).

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 Easttown Library's Copyright Officer (the Library Director) 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 Easttown 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 activity that he or she, in his or her discretion, believes could constitute a copyright infringement, the Copyright Officer shall take appropriate steps to stop the illegal activity.

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