

Code	<i>OPS-006</i>
Policy Title	Copyright Compliance Policy
Category	Operational & Facility Policies (OPS)
Cross-Reference	--
Appendix	--
Date Adopted	January 2026
Date Reviewed	--

Policy Statement

The Robert R. Jones Public Library District is committed to respecting the intellectual property rights of authors, publishers, and creators while providing patrons with access to information, educational materials, and resources. This policy provides guidance to staff and patrons regarding compliance with copyright law, including the U.S. Copyright Act (Title 17, United States Code), and related licensing agreements.

This policy applies to all library staff, volunteers, and patrons and governs the use, reproduction, and distribution of copyrighted materials in both physical and digital formats. It also applies to library programs, exhibits, and online content, including the library website, social media, and other digital platforms.

PROCEDURE

1. Compliance with Copyright Law

- The library shall adhere to all federal and state copyright laws. Staff and patrons are prohibited from reproducing, distributing, or publicly displaying copyrighted materials without proper authorization or unless permitted under an applicable exception, such as fair use or library-specific exemptions.

2. Fair Use Guidelines

- Limited reproduction of copyrighted materials may be allowed for educational, research, or personal use in accordance with the doctrine of fair use (17 U.S.C. §107). Factors to consider include:

1. The purpose and character of the use (e.g., nonprofit, educational, transformative)
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used
4. The effect of the use on the potential market for the original work

3. Library Copies and Digital Resources

- Copies of materials provided by the library for patrons must be made in compliance with copyright law and licensing agreements.
- The library will provide guidance to patrons on legally permissible ways to access and copy materials, including digital lending, interlibrary loan, and licensed databases.

4. Programs and Presentations

- Public programs, displays, or performances held at the library shall respect copyright and licensing restrictions.
- Staff shall ensure that any audiovisual, printed, or digital materials used in library programming have appropriate permissions or fall within fair use guidelines.

5. Staff Responsibility

- Library staff are responsible for maintaining awareness of copyright laws and applying them when providing copies, conducting programs, or assisting patrons.
- Staff shall not knowingly assist patrons in infringing on copyright.

6. Patron Responsibility

- Patrons using library equipment, internet access, or materials must comply with copyright laws. Patrons are responsible for ensuring their use of materials does not violate copyright restrictions.

7. Notice and Takedown

- The library will respond promptly to valid copyright infringement notices in compliance with the Digital Millennium Copyright Act (DMCA) or other applicable law.