

CITY OF
CANADA BAY
LIBRARY
SERVICES

PUBLIC FAX AND PHOTOCOPY USE POLICY

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Objectives

The objectives of this policy are to:

- Encourage appropriate use of the photocopier and fax machines by staff and library members and visitors
- Advise of any restrictions on the Service
- Reduce library staff and patron exposure to the risks associated with using the library's photocopying facilities.
- Assist members and visitors to make full legal use of the material at their disposal by clearly identifying responsibilities.
- Promote copyright compliance when using the library's photocopying facilities.

Scope

This policy applies to all library staff, members and visitors.

Definitions

- 'Canada Bay Libraries' or 'the library' refers to Concord and Five Dock libraries.
- 'Third party copyright material' includes both unlicensed and licensed third party copyright material.
- 'Use' includes the following acts: faxing, copying; communicating (electronically transmitting); adapting; publishing; performing in public; entering into a commercial rental arrangement; or any other copyright as defined by law.

Principles

Fees and Charges

All fees and charges associated with sending a fax or photocopying are incorporated in Council's Adopted Schedule of Fees and Charges and are subject to alteration resulting from annual review.

Receipts

Receipts are to be issued to members and visitors after each fax is sent. A confirmation sheet proving the fax was successful in meeting its destination should also be given to the member or visitor.

Restrictions

International Faxes

The library does not send international faxes for the public. Only local and interstate faxes may be sent.

Receiving Faxes

The library does not receive incoming faxes for members of the public under any circumstances.

Photocopy supplies

Only supplies provided by Council to be used with public photocopiers

General Compliance Responsibilities

- All staff and members or visitors must ensure that they understand and comply with the legal restrictions and obligations regarding the Copyright Act.
- All members or visitors must read and understand relevant information provided on signage in the library. Members and visitors are entirely responsible for any copyright infringement resulting directly or indirectly from their own actions.
- Colour photocopying of legal documents including currency, stamps, certificates, passports, drivers licences or any document that library staff consider may be fraudulently misused is not permitted on library photocopiers
- All staff, members and visitors have a legal obligation to comply with the fair dealing provisions of the Copyright Act. These provisions allow individuals to reproduce copyright material if the reproduction meets certain reasonable portion limits and is for the purpose of research, study, criticism or review. These provisions are outlined in legal notices that are placed near the photocopiers in each library

Disclaimer

- It is the customer's responsibility to provide the correct fax number for the library to fax to.
- The library takes no responsibility if the fax is not received due to problems at the destination.

- The fax cover sheet will clearly state that City of Canada Bay takes no responsibility for any infringement, breach of confidence or defamation as a result of transmission of a fax at its service points.
- The library may refuse to transmit material that is deemed to be indecent or offensive.
- City of Canada Bay cannot guarantee faithful reproduction of documents sent by fax at its service points.
- The library does not take responsibility for the illegal colour photocopying of legal documents.

Responsibilities

Library Services staff have the responsibility of implementing this policy consistently across Concord and Five Dock libraries.

Procedures

Specific procedures for the implementation of this policy are clearly outlined in *City of Canada Bay Library Service's Procedures Manual*.

Complaints

- Any complaint or appeal will be dealt with in the first instance by the Shift Supervisor. Complaints or appeals could also be emailed to library@canadabay.nsw.gov.au.
- Complaints or appeals that cannot be resolved at this level will be referred first to the Concord, Five Dock or Client Services Co-ordinators and if still unresolved to the Manager, Library Services.
- If the member or visitor remains unsatisfied, they may write to:

The General Manager
City of Canada Bay
Locked Bag 1470 Drummoyne NSW 1470
Email: council@canadabay.nsw.gov.au