

## **Copyright and reproduction of Library resources policy**

Last modified 30 August 2004 - Review August 2006 or as required. Approved by SLT

Customers may copy or reproduce material from the Library if the Copyright Act 1994 permits it and they are in compliance with the preservation practices and collection management procedures of Christchurch City Libraries (see Regulations). Material may be reproduced if it fits the above guidelines and the Library or other rights' holder considers it to be appropriate use.

Within these constraints customers may pay to use the Library's photocopiers, purchase a reproduction of a photographic image or use their own digital cameras or personal copying devices to copy material.

Christchurch City Libraries encourages free access to and use of its collections. Its strategic goals of "Delivering more ways and places...to put the world at your fingertips" (Information how when and where) and "Celebrating our diversity...and our right to know and participate" (Knowing who we are) support customers accessing, using and copying information as they need it, within legislative, preservation and collection management constraints.

### **Regulations**

#### **General**

1. All items in the Library's collections are covered by the Copyright Act 1994. This includes all print, audio, audiovisual, photographic and digital material.
2. Copyright owners are entitled to take legal action against persons who infringe their copyright. Any copying of copyright material not expressly permitted by the Copyright Act 1994 may infringe copyright.
3. The Library forbids and does not authorise the use of its photocopying machines for any purpose that constitutes an infringement of copyright.
4. The Library provides photocopying machines with the condition that users will pay the Library for any loss suffered in respect of any claim made against it for breach of copyright.
5. Items in the Library's Standards' Collection cannot be copied or reproduced in part or total.

#### **Reproduction**

1. Any published reproduction (print or electronic) may infringe copyright law. Customers must contact the Library if they wish to reproduce images for publication or display.
2. If an image is still in copyright, and this copyright is not held by the Library, clearance must be requested by the customer from the

copyright holder. The Library must receive the copyright clearance in print before an image can be supplied.

3. The Library will not grant broad rights such as exclusive or perpetual world rights.
4. Customers are requested to acknowledge the Library in any use of photographic or digital images. Correct acknowledgements will be provided by the Library.
5. Some use of photographs or other images may be offensive on ethical or cultural grounds and this may need to be discussed with the Library when applying for reproduction rights.
6. The granting of reproduction permission does not imply clearance in terms of the Privacy Act.

### **Preservation of heritage materials**

1. Photography from some of the Aotearoa New Zealand Centre's collections including the Research Room, Stack, Store and Archives, may be restricted and approval is at the discretion of Aotearoa New Zealand Centre staff. Supervision by a staff member will be required.
2. Photography will not be permitted if it places the material at risk of damage.
3. Photography will not generally be permitted from items which are also available in the Library's microfilm, microfiche or photograph collections.
4. Photography will not generally be permitted from bound volumes of newspapers held in Aotearoa New Zealand Centre collections.
5. Where the photographing may take more than ten minutes, a charge for supervision may be made. This will be at the research rate with a minimum charge of half an hour.
6. Where, for handling and preservation reasons, an item may not be photographed by the customer, it may be possible in some cases to have the item photographed by the Library's photographer. There is a charge for this.
7. Photography from material in the Archive collection is at the discretion of the Archives Librarian.