



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Use of Materials

03.02.08.G1 Copyright and Licensing Agreements Guidelines

PCCLD is committed to supporting the responsible use of copyrighted materials while promoting access to information. These guidelines outline the principles of copyright and their implications for library staff and library users.

Overview

Copyright law grants creators exclusive rights over their original works, including books, articles, music, films, and digital content. These rights typically include reproduction, distribution, public performance, and the creation of derivative works. Copyright protection lasts for a limited time, after which works enter the public domain.

Under copyright law, libraries and archives may reproduce copyrighted works for preservation, research, and educational use under certain conditions. These reproductions should:

- Be made for non-commercial purposes.
- Be limited to small portions or works in the public domain unless permission is obtained.
- Comply with fair use or other statutory exemptions (e.g., Section 108 of U.S. Copyright Law).

Guidelines for Library Users

Library users are responsible for ensuring that their use of copyrighted materials complies with copyright law and licensing terms. The library provides resources and guidance but does not offer legal advice.

The following notice of copyright will be prominently displayed on photocopiers:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using this equipment is liable for any infringement.

The following notice of copyright will be included on all PCCLD forms that request library materials to be copied by the Library staff.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Fair Use

Fair use is a legal doctrine that permits limited use of copyrighted material without permission for purposes such as education, research, commentary, and news reporting. Fair use is determined by considering:

- The purpose and character of the use (e.g., non-commercial, educational, transformative use)
- The nature of the copyrighted work.
- The amount and substantiality of the portion used.
- The effect on the market value of the original work.

Library patrons and staff should assess fair use on a case-by-case basis and seek legal guidance if needed.

Public Domain

Materials in the public domain are not protected by copyright and can be freely used, copied, and distributed. Works typically enter the public domain when:

- The copyright term has expired.
- The creator explicitly dedicates the work to the public domain.
- The work was never eligible for copyright protection (e.g., U.S. government publications).

Creative Commons Licensing

Library staff and patrons should respect the terms of Creative Commons licenses when using CC-licensed materials. Creative Commons (CC) licenses allow creators to specify how their works can be used. Common license types include:

- **CC BY:** Allows use with attribution.
- **CC BY-SA:** Allows use with attribution and requires derivative works to have the same license.
- **CC BY-NC:** Allows non-commercial use with attribution.
- **CC BY-ND:** Allows redistribution with attribution but prohibits derivative works.

For further information about copyright or obtaining permission to use copyrighted materials, library staff and library users are encouraged to consult the U.S. Copyright Office: <https://www.copyright.gov/>.

~~Under Title 17 of the United States Code titled, "Copyrights," and other federal regulations related to the duplication, retention and use of copyrighted materials, libraries may provide limited copying services for their customers.¶¶~~

~~The following notice of copyright will be prominently displayed on PCGLD unsupervised equipment (photocopiers, microfilm reader/printers, tape/CD player/recorders, fax machines, etc.) that can be used to copy library materials: ¶¶~~

~~— NOTICE: *The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using this equipment is liable for any infringement.* ¶¶~~

~~The following notice of copyright will be included on all PCGLD forms that request library materials to be copied by the Library staff. ¶¶~~

~~— NOTICE: *The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.* ¶¶~~

~~The following notice on database usage will be included before the listing of any databases on PCGLD's website: ¶¶~~

~~— NOTICE: Database Usage: Anyone may use databases from computers within any PCGLD library. Due to licensing agreements with database providers, unless stated otherwise, you must have a valid resident library card issued by PCGLD to use PCGLD's databases remotely from any location outside the library. All users are responsible for adhering to copyright laws and database and software licensing agreements and restrictions. ¶¶~~

~~The following guidelines must be followed for PCGLD to comply with copyright laws: ¶¶~~

- ~~● The copied material must display the following information: "NOTICE: This material may be protected by copyright law. (Title 17 U.S. Code)" ¶¶~~
- ~~● The material must become the property of the customer, and PCGLD must have no notice that the material will be used for anything but "private study, scholarship, or research." ¶¶~~
- ~~● Material may not be copied in large quantities nor should it substitute for subscription to or purchase of materials. ¶¶~~