



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

NEW CASTLE-HENRY COUNTY PUBLIC LIBRARY

POLICY ON COPYING MATERIALS

It is the policy of the New Castle-Henry County Public Library to adhere to the U.S. Copyright Law. Information concerning the copyright law will be posted on all copy machines, microfilm readers, computer lab and Interlibrary Loan forms. Patrons and staff are expected to obey the law.

At no time may patrons or staff use library equipment to copy an entire work. **This includes print and digital materials.**

Patrons are expected to copy their own materials. Patrons are expected to provide their own change in order to use copying equipment.

Copying time is limited to 10 minutes if another person is waiting to use the equipment. Staff will assist patrons in learning to use the copying equipment.

Approved: June 19, 2000

Revised: February 23, 2009