

New Brunswick Free Public Library

Copy Policy

Revised Wednesday, March 24, 2009

1. The New Brunswick Free Public Library is a provider of a variety of materials in different media that have different provenances and legal status. The library declines to determine the legal and copyright status and the rights to reproduction of its materials. The statutes regarding copyright and fair use are a complex legal matter and their interpretation and application is the responsibility of the user of the materials. The library strongly recommends that any user who is going to reproduce or disseminate materials contact appropriate legal counsel.
2. The library claims physical ownership of its collections. Persons wishing to reproduce or disseminate material from the library's collections must assume all responsibility for identifying and satisfying any claimants of copyrights. In permitting the reproduction and dissemination, the library does not surrender its own rights to reproduce or disseminate or to grant such permission to others. This authorization by the library does not remove the user's responsibility to guard against the infringement of rights that may be held by others. Permission to reproduce materials does not imply any permission to use or further reproduce the materials. No unauthorized copies may be made of the materials provided.
3. Any user agrees to indemnify and hold harmless the New Brunswick Free Public Library, the City of New Brunswick, its officers, employees, and agents, as well as the donors of materials, from and against all suits, claims, actions, and expenses arising out of the use of reproductions from the library's collections. The library reserves the right to refuse permission to remove, transport, or reproduce any materials whose condition or legal status or lack of knowledge of such warrant concern.
4. ~~To reproduce other photographs or materials from the library's collections, arrangements must be made with the library staff. The library will make scanned images and email them to the patron. If, with the library's permission, the user arranges with a vendor to reproduce material from the library's collections, the user will pay the vendor directly. The library will not accept payment on behalf of another party. A user fee of \$200.00 will be charged for the one-time commercial use of an image and must be pre-paid. The library reserves the right to charge the user for the transportation, protection, and recovery of materials for which it permits reproduction.~~
5. This agreement covers one-time reproduction in print formats only. Digital distribution is not permitted. Any future use requires a separate agreement. Any publication will cite the New Brunswick Free Public Library, New Brunswick NJ as the source.

Deleted: <#>To obtain prints of photographs from the *Catalog of the New Brunswick Free Public Library Photograph Collection* (R-NB 973.9 CAT), contact *Strictly Black & White Labs* *. The user will pay Strictly Black & White Labs or its agent directly; the library is not a party to the transaction.¶

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Application Procedure

1. Appropriate applications must be made in writing to the Library Director.
2. The Library Director will act upon a completed application within 15 days of receipt of the application.

April 7, 2009

Application for Copy or Reproduce Materials in the Collections of the New Brunswick Free Public Library

Library users wishing to quote from, reproduce, or publish materials from the New Brunswick Free Public Library's collections must complete and sign this form

I hereby request authorization to quote from or publish the following materials that are part of the New Brunswick Free Public Library archival collections.

Name	
Address	
Telephone (Required)/Fax/Email	
Which photographs, manuscripts, works of art, or materials (in whole or in part) do you intend to quote from or publish? Attach additional pages if necessary.	
Where or in what will these reproductions appear?	
Title of Publication	
Publisher, print run, and projected publication date (if applicable)	
Intended audience	

I certify that the information provided by me is correct and I am aware of my responsibility in the case of possible copyright infringement.

Signature

Print Name

Approved / / 200__ Initials ____
Disapproved / / 200__ Initials ____