



## **Copier/ Copyright Policy Naples Library**

The Naples Library provides a photocopier for public use, primarily to facilitate patron use of non-circulating materials such as reference books, magazines, newspapers, and local history materials. Fees for the copier are established by the Library Board. Fees are reviewed annually.

Photocopiers are self-service and, except for assisting disabled patrons, staff is not available to make copies. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. Further information about copyright law may be found at the U.S. Copyright Office's website: [www.copyright.gov](http://www.copyright.gov)

Any print jobs sent to the library printer from a patron computer will be released to the printer by a library staff person on duty at the circulation desk. Patrons can collect their printed copies from the circulation staff upon paying for copies. If a patron cannot pay for copies, the library will withhold any prints made until payment is received.

The Library attempts to maintain its equipment in good working order, but the Library is not a retail print or copy shop. Those patrons seeking high quality printing or copies are directed to local printing businesses.

This policy may be amended by the Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on 9/23/2020. Reviewed on October 15, 2025.