

# Printing, scanning, copying and copyright @ Aberdeen City Libraries

## Frequently asked questions

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The following FAQs cover the most common questions asked by our library users about printing, scanning, copying and copyright in Aberdeen City Libraries. Printing, scanning and copying related activities include the use of library multifunction printers plus the capturing of images from user owned mobile devices e.g. digital cameras & mobile phones. The FAQs are provided as information to Aberdeen City Libraries' users and should not be regarded as legal advice.

### Can I make copies & scan in Aberdeen City Libraries?

Yes - the majority of our libraries & service points have multifunction printers for you to use. Staff at Kincorth Community Library can make copies & scan material on your behalf – copyright regulations permitting. Please ask at the enquiry desk for assistance.

### Can I print in Aberdeen City Libraries?

Printing is possible from all our library public PCs You will need to be a library member to use the library public PCs. Join the library free of charge [here](#)

### Will there be a charge?

There are charges made for using the multifunction printers and also for printing from library public PCs – please see our [library fines and charges](#)

### What am I permitted to copy/ print?

You may copy from material which is currently in copyright, without seeking the permission of the copyright holder, only if copies are made for the purposes of **PRIVATE STUDY or RESEARCH FOR A NON-COMMERCIAL PURPOSE**.

Only **SINGLE COPIES** from originals may be made and should be of no more than a **FAIR & REASONABLE PROPORTION** of the whole work.

**COPYRIGHT GUIDANCE POSTERS** are on display within our libraries

- Copies are permitted of **front pages of microfilmed newspapers** in the Central Library Information Centre
- Copying & use of **Parliamentary material** is governed by the terms of the [Open Parliament License](#) & the [Scottish Parliament Open License](#)
- **Crown Copyright material** may, depending on certain conditions, be reproduced under the [Open Government License for Public Sector](#)

Whenever practicable, please ensure that you mark any copies you make with source details, both as an acknowledgement and for future reference.

## Can library staff make copies on my behalf?

Yes - Limited copies of works can be made on your behalf by library staff, without permission of the copyright holder. Copies can only be made for the purposes of **PRIVATE STUDY or RESEARCH FOR A NON-COMMERCIAL PURPOSE**. You will be required to complete a copyright declaration form in advance of the making and supply of any copies.

The amount that can be copied by staff on your behalf is restricted to

- Books - a **reasonable proportion** of the whole work.
- Periodicals - **one article** may be copied from **any issue**

Whenever practicable, please ensure that you mark any copies made on your behalf with source details, both as an acknowledgement and for future reference.

Library material may be reproduced in **an accessible format for a disabled person** by library staff if suitable accessible formats are not commercially available. Please ask any member of staff for assistance.

## What about copying of fragile or rare items?

In order to avoid possible damage to **fragile or rare items**, photocopying of certain categories & types of material in the Central Library Information Centre **may not be permitted**. Fragile or rare items include bound volumes where the spine may be damaged through photocopying. The use of users' own digital cameras and personal scanners by users for copying such material is permitted subject to the terms of the relevant copyright restrictions. An overhead scanner, located in the Central Library Information Centre, can be used by library staff to make copies for users of such material. Please ask assistance of a member of staff on duty.

## Can I obtain copies of Ordnance Survey maps?

Library staff may copy on your behalf a **reasonable proportion** of an **Ordnance Survey** map in copyright under [section 42](#) of the **Copyright, Designs & Patents Act 1988** as amended.

Copies can only be made for **personal, non-commercial use**. Up to 4 identical copies, not exceeding A4 size, of the same map extract may be made from any one Ordnance Survey map. This also includes any Ordnance Survey based mapping produced by commercial publishers. You will be required to complete a copyright declaration form in advance of the making & supply of copies. Please note that copies of Ordnance Survey maps may not be made for planning permission purposes.

## I am looking to obtain a copy for commercial purposes?

If you have reason to believe that your copying is to be used **for a direct or indirect commercial purpose**, then prior permission from the copyright holder is required or payment of a copyright fee. Please ask any member of staff for assistance.

## What about responsibility for copyright infringement?

The deliberate infringement of copyright is a legal offence. It is the responsibility of the person carrying out the copying to stay within the law. Aberdeen City Council will accept no liability for infringement of copyright legislation or of the above rules.

## How long does copyright last?

Generally, for published material (literary, dramatic, musical and artistic), a work will remain in copyright until 70 years after the death of the author/creator.

Exceptions to this rule include;

- **Crown Copyright material and Parliamentary Copyright material:** 50 years from the end of the year of first publication
- **Ordnance Survey maps** – 50 years from the end of the year in which the map is published
- **Databases:** As well as the full term of copyright in the material included in the database, a 15 year database right applies – this begins from each time the database is updated

- **Broadcasts** – 50 years from date of broadcast
- **Typographical layout of published editions** – 25 years from publication
- **Unpublished works made before 1<sup>st</sup> August, 1989** – Copyright expires 31<sup>st</sup> December, 2039
- **Sound recordings** – 50 calendar years after creation &/or first played to the public
- **Broadcasts** – 50 years from end of year broadcast first made
- **Films** – 70 years from end of year in which **last** of the following died – Principal director, Screenplay author, Dialogue author or Composer of music used in the film
- **Crown Copyright & Parliamentary Copyright** material- 50 years from the end of the year of first publication
  - **Crown Copyright** protects all material produced by civil servants, ministers and government departments and agencies in the course of their work
  - **Parliamentary Copyright** protects works made by or under the direction or control of the House of Commons or the House of Lords

## How can I obtain permission to copy/use material?

Permission to copy/ use copyright material may be obtained from

- Author/ creator of a work
- Author/creator's employer (if the work created as part of author/creator's job)
- Publisher/ distributor of a work
- Author/ creator's heirs
- An **organisation** representing the copyright owner

Internet based search sources for tracing copyright owners of literary figures include [The Watch File](#); **Writers, Artists and their Copyright Holders**

## What if I am unable to trace the copyright owner/holder?

**Orphan works** are creative works or performances that are subject to copyright for which one or more of the copyright holders is either unknown or cannot be found. For information on how to copy/use an **orphan work**, please visit the [guidance](#) published in GOV.UK.

## Where can I find copyright free material on the Internet?

There are a number of websites offering access to copyright and royalty-free images, sound recordings and videos. Please always check the terms and conditions of the website and/or object before you use anything. **Creative Commons (CC)** is a non-profit organisation that provides free licences for creators to use when making their work available to the public.

You can search for works licensed under the Creative Commons scheme @

[Creative Commons Search](#)

## Where can I find out more about copyright?

If you have any questions about copyright, please do not hesitate to ask assistance of a member of staff.

Web based information sources on copyright include the following -

[CopyrightUser](#)

[British Copyright Council](#)

[Copyright Hub](#)

[Intellectual Property Office](#)

[Music Publishers Association](#)

[PRS for Music](#)