

## Copyright and Unsupervised Copying Equipment

§108 of the U.S. Copyright Act includes a simple provision that can give **important protection for libraries**. The cost of compliance is low and the benefit is potentially enormous.

By posting a general notice about copyright on photocopiers and other machines, **the library is protected from liability for infringements committed by users of the equipment**, provided the use is "unsupervised" by the library staff.

The notices commonly appear on photocopiers, computers, scanners, and other devices in public libraries.

### What equipment should have the notice?

Library staff will affix an appropriate notice on any machine or equipment in the library that is available for use without staff supervision, and that is capable of making a copy of any work.

Notices may be affixed to computers, printers, scanners, detachable drives, tape decks, microfilm readers, cameras, and any other devices that are capable of making copies.

### How to:

1. Print the notice in a **bold** font (at least 18) and on heavy-duty paper, if possible.
2. The notice can be cut out with scissors.
3. Affix the printed notice or other placard to each machine with tape.
4. The statute specifies that the "equipment" must display the notice. Therefore, it is preferable to tape the notice on the equipment itself, and not generally nearby.
5. In all cases, the notice should be placed where a user of the equipment is reasonably likely to see it and read it.

### Final step:

Print this notice and post it on all relevant equipment.

***Notice: 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.***