



LEARNING CENTRE LIBRARY

REFORMED BOOK SERVICES

Use of Library Materials Policy

One of the major goals of Reformed Book Services and Learning Centre Ontario is to put resources into the hands of the community. As such, the materials in the Learning Centre Library are available for the use of anyone who wishes to consult them. However, given the age and fragile nature of many of the items in the collection, certain guidelines must be followed.

Library materials will be available for patrons of the Learning Centre by appointment (contact library@reformedbookservices.ca) or on Thursday afternoons.

As a user of library materials, I will:

- Refrain from removing any materials from the Learning Centre premises;
- Ensure that my hands are clean and dry at all times, washing them before using library materials and rewashing them once they begin to feel dirty;
- Treat library materials gently and carefully, avoiding tears, abrasions, and other rough treatment;
- Endeavour not to open library books (specifically older materials) beyond 180 degrees to avoid damage to their spines;
- Place materials in the provided collection point after I am finished with them for proper staff reshelving;
- Avoid eating and drinking (other than water in closed containers) while using library materials;
- Refrain from using pens, pencils, or sticky notes on library materials;
- Respect other users of the library with my behaviour while using library resources.

Copyright guidelines¹:

- Copyright in Canada lasts for 70 years after the death of the author before entering the public domain. If works are in the public domain, full copies are permitted.
- Works written by authors who died in 1972 or earlier are already in the Canadian public domain, and full copies of their works are permitted according to previous copyright law. The works of authors who died later than 1972 will not enter the public domain until 2042.
- For works still held under copyright protection, personal and research copies are allowed up to 10% of a published work, or one chapter of a book (not exceeding 20% of the whole work).
- The RBSLCL does not hold the literary or copy rights to the materials in its collection. It is the patron's responsibility to obtain the proper permissions from the creator(s) or rightful heir(s) before publication.

¹ Copyright Act, R.S.C., 1985, c. C-42, 30.1. <https://laws-lois.justice.gc.ca/PDF/C-42.pdf>
"Copyright and Teaching." https://www.lib.sfu.ca/system/files/26881/copyright_graphic.pdf
Taylor, Donald.. "How long does copyright last in Canada?" 2023.
<https://www.lib.sfu.ca/help/academic-integrity/copyright/public-domain>