

Photocopying Facilities at CITY College Library Regulations and Policies

Purpose of the Policy

CITY College Library operates and maintains photocopying facilities for enrolled students and staff. The purpose of this policy is to outline user responsibilities for the appropriate use of these facilities.

Guidelines for Responsible Use

- The Library's photocopying facilities are offered in accordance with the provisions of the Greek Copyright Law and Related User Rights (Law 2121/93, Law 3049/2002 article 14 and Law 3057/2002 article 81).
- The photocopying must be for private or research purposes and not for commercial purposes.
- Each user is personally responsible for making fair use and for complying with copyright restrictions. Should the Library staff notice a user photocopying a whole book, or photocopying an unreasonable amount from a volume or journal issue, they have the right to enquire about the extent of photocopying.
- Explanatory notices for "responsible use" are displayed at the Photocopying Room and users are advised to check them before photocopying.
- Users will not be charged any fee beyond the actual cost of photocopying.
- The Photocopying facilities should be used only during the Library's working hours.

Copyright Restrictions

Library users are allowed to copy up to 10% of a published work or the following:

- An entire chapter, provided it is not more than 20% of a book.
- An entire newspaper article or page.
- An entire article from a journal issue.
- An entire single short story, play, poem, essay from a book containing other works.
- An entire entry from an encyclopedia, dictionary or similar reference book.
- An entire reproduction of an artistic work from a book or periodical issue containing other works.

Whether the library owns the item or not, a user cannot photocopy:

- An entire book.
- An entire journal issue.
- Amounts that exceed the essence of the work.

- Consumable works intended to be used for course work, study or teaching purposes such as workbooks, exercises, solution manuals, standardized tests and answer sheets, and case studies.

Non compliance and violation

The Library expects users to comply with copyright policies. The use of the facilities for a purpose which constitutes an infringement of copyright is forbidden. In case of an infringement, strict penalties apply, which may result in termination of the right to use the Library.