

BEATON INSTITUTE

Setting Up a Photocopy Account.

Groups requiring a photocopy account are responsible for obtaining permission from the Beaton Institute Director.

Copies used solely for the purpose of research or private study, and any use of the copy for a purpose other than research or private study requires the authorization of the copyright owner of the work in question. Responsibility regarding questions of copyright that may arise in the use of these copies is assumed by the recipient. Please inquire about the procedure for “Determining Copyright Ownership”

Procedure

- 1) Request for a photocopy account must be sent to the Director’s attention in writing (on letterhead if possible) prior to the commencement of the photocopying project.

The letter must specify:

- a) The project title,
 - b) The project dates,
 - c) The end use of the photocopies
 - d) Any other relevant information
- 2) The Director will respond to requests in writing , outlining:
 - a) Any potential copyright,
 - b) The conditions of use (if any), granting or denying request, methods of payment, and
 - c) Any other relevant information.