



Norfolk County Archives

## REPRODUCTION AND PHOTOCOPYING POLICY

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### **POLICY STATEMENT:**

Any form of reproduction at the Norfolk County Archives including photocopies, scanning, or photography, shall proceed according to the directives of this policy.

All archival records and published materials in the collection are subject to the Copyright Act, unless the materials are within the public domain.

Norfolk County Archives retains the ownership of all original archival materials, indexes, research guides and select local publications in the collection, unless it is stated otherwise.

When using or reproducing materials from the collection, researchers are responsible for ensuring that they follow the fair dealing provisions in the Copyright Act.

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### **POLICY DIRECTIVES:**

#### **Purpose of Reproduction:**

The fair dealing provisions in sections 29, 29.1, and 29.2 of the Copyright Act permit dealing with a copyright-protected work, without permission from or payment to the copyright owner, for specified purposes. These purposes are:

- Research
- Private study
- Education
- Parody
- Satire
- Criticism
- News reporting or review

The fair dealing exception is available to users, provided that the materials are being used for one of the above purposes.

### **Quantity of Reproductions:**

Section 3 of the Copyright Act includes the sole right to reproduce the work “or a substantial part thereof.” Copying short excerpts of a work that is not substantial, does not require permission or payment to the copyright owner.

A “short excerpt” can mean (but is not limited to and may vary depending on the exact nature of the work being used, and of the use itself, all in the context of consideration and application of the fair dealing purposes mentioned above):

- 10% of a copyright-protected work
- One chapter from a book
- A single article from a book or periodical
- An artistic work (including a painting, map, photograph or an entire poem)
- An entire newspaper article or page
- An entry from a reference work (including indexes) provided that in each case you copy no more of the work than you need to in order to achieve the allowable purpose

Copying or communicating multiple different short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work is not permitted. This practice is not considered fair dealing.

### **Quality of Reproductions:**

All reproductions will be completed to the highest quality possible. However, patrons should understand that there may be limitations on reproduction due to the original quality of the archival material or limitations in equipment. Patrons must agree to accept all copies and/or scanned items as provided.

Researchers are not permitted to make their own photocopies of archival materials. All photocopies and scanning of archival materials will be done by Archives staff or volunteers.

**Fees:**

All copy fees are set by the “Schedule of Fees” approved by Norfolk County Council in the User Fee By-law #2024-118. Please see By-law #2024-118 or the “Norfolk County Archives - Schedule of Fees” for more information.

**Reproduction of Images:**

Researchers will be required to sign an agreement regarding the use of images (See “Reproductions Request and Use of Image Agreement”). Use of images is generally approved for non-commercial purposes. All other use is subject to the approval of the Archivist and may be subject to additional fees and an agreement if approved. The use and reproduction of all images is subject to the Copyright Act.

**Use of Digital Cameras for Reproduction:**

Use of one’s own digital camera for copying certain archival materials is governed by the Self-Serve Digital Copying Policy. This policy does not apply to photographic materials in the collection, such as negatives or photographic prints. Researchers must request permission of staff to use this service and must sign an agreement demonstrating that they understand the rules governing the use of digital cameras in the Reading Room before taking any photographs. (See “Self-Serve Digital Copying Policy”).

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**REFERENCES:**

The Canadian Copyright Act

The Corporation of Norfolk County By-Law #2024-118

The Corporation of Norfolk County Archives Establishment By-Law #2020-91