

SHORTGRASS LIBRARY SYSTEM POLICY MANUAL

Section G: Programs and Services

Policy G.14: Acquisitions: Unsuitable Library Materials

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Background

Occasionally, member libraries may inadvertently acquire library materials for their collections that have been illegally copied or are otherwise in violation of copyright law. This would include Advanced Reader Copies of books, occasionally provided as donations by vendors or publishers.

Policy

Shortgrass Library System will take utmost care to not purchase pirated materials or materials otherwise in violation of copyright laws on behalf of member libraries.

Guidelines

1. Should Shortgrass staff become aware of member libraries submitting orders for materials from sources that may be providing illegal copies of printed or audio-visual materials, staff will contact the ordering library to discuss reasonable alternatives.
2. Should Shortgrass staff become aware of an item that has already been added to a member library's collection that appears to be illegally copied or otherwise in violation of copyright law, staff will inform the owning library and take appropriate measures to remove it from the catalogue.
3. Should new items or donations be received at Shortgrass that appear to be illegally copied or otherwise in violation of copyright law, staff will not process them or add them to the Shortgrass catalogue. Staff will inform the owning library, and will proceed according to the situation and relevant copyright law. Alternatively, the item may be discarded or returned to the seller for a refund if that is possible.
4. Shortgrass will reimburse the ordering library for the amount spent on the item only if the original order was placed through Shortgrass' acquisitions service. Shortgrass will also seek a refund from the seller, but will reimburse or replace the item in this situation regardless of whether a refund is successfully received by Shortgrass.
5. Copyright-violating items that were donations or that were purchased directly by member libraries from a vendor do not qualify for any type of reimbursement from Shortgrass. Member libraries are encouraged to request their own refunds from the sellers in these cases.