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**TITLE:** Digitization and Copyright

**POLICY:** A-1072

**AUTHORITY:** Chief Executive Officer

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*Effective:*  
April 16, 2025

*Reviewed:*

*Revised:*

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## **POLICY STATEMENT**

The Edmonton Public Library is committed to providing access to information in all formats. While the Library primarily links to, licenses, and/or purchases digital content, at times it may also digitize items that are not available in the marketplace, such as local history information when necessary. The digitization of third-party material is undertaken in accordance with federal and provincial legislation, and all regulations that govern copyright in Canada. This policy outlines EPL's approach to assessing digitization of third-party material to inform decision making.

### **Principles**

EPL's approach to digitization is consistent with the following principles:

1. Authors and rights holders are entitled to remuneration for reproduction of their works as per the Copyright Act, including fair dealing and library exceptions/limitations.
2. Requests from legitimate rights holders to remove digitized materials from the library's collection will be respected and acted upon according to established procedures.
3. Licensed accessible digital content is preferred to digitization of a print formats; duplication of digital content available in the marketplace is avoided.

## **ADMINISTRATIVE PROCEDURES**

All attempts to secure permission from copyright owners will be documented and maintained. A *Copyright Risk Analysis Form* must be completed before digitization of any material occurs. Completed Copyright Risk Analysis Forms will be retained by the Lead, Digitization of Local Content Team.

EPL provides a mechanism for rights holders to request material be removed from the digital platform. Procedures are outlined in the *Takedown Protocol for Digitized Material* documentation.

### **Responsibilities**

#### **Chief Executive Officer:**

Responsible for the Digitization and Copyright Policy and for establishing procedures for digitizing third-party materials.

**Manager, CMA or designate**

Responsible for ensuring the copyright procedures are followed when identifying works for digitization and providing guidance throughout the process.

**Definitions**

**Copyright:** The sole and exclusive right of a copyright owner to produce, reproduce, perform, publish, adapt, translate and telecommunicate a work, and to control the circumstances in which others may do any of these things. Copyright owners grant permission to others through what is legally referred to as licenses.

**Digitization:** The process of creating a digital representation of a physical object.

**Public Domain:** Once a work is no longer protected by copyright it becomes part of the Public Domain. When this occurs, none of the limitations or restrictions of copyright apply to the work. Works in the public domain can be used freely.

**Related Policies and Information:**

[Collection Development Policy B-2003](#)

[Copyright Act, RSC 1985, c C-42, as amended](#)

[Copyright Regulations, SOR/97-457, as amended](#)

[Exceptions for Educational Institutions, Libraries, Archives and Museums Regulations, SOR/99-325, as amended](#)