



Albrighton Parish Council

Albrighton Parish Council
Library Building
Station Road
Albrighton, Near Wolverhampton
WV7 3QH
01902 375455 (ext 1)
www.albrightonparishcouncil.gov.uk
clerk@albrightonparishcouncil.gov.uk
admin@albrightonparishcouncil.gov.uk

Library Photocopying and Printing

Albrighton Parish Council and Library provide a photocopying and printing facility to members of the public for a nominal fee. These services are based on personal usage but may occasionally include the use of legal documents and copyright material, within reasonable limits.

Things we cannot photocopy or print:

- Misleading or false information based on current events or personal opinions
- Any information which is detrimental to an individual i.e. defamation or slander
- Anything of a pornographic material
- Copyright material (within reasonable limits, please see below for what can be photocopied/printed)

Albrighton Parish Council reserve the right to terminate the transaction of photocopying/printing if it is deemed that the individual is intending to photocopy/print material which is deemed to be not acceptable.

Correct handling of information photocopied:

Albrighton Parish Council staff members operate a **staff only photocopying service** to members of the public. Council staff follow strict Data Protection and information handling procedures not to store, read or mishandle this information. We however reserve the right to cancel the transaction if we feel the recipient is intending to photocopy information which is listed above. No information photocopied is stored on the photocopying machine nor are additional copies made and stored by the Parish Council. All additional documentation which is not needed by the individual will be shredded immediately.

Albrighton Parish Council ensure that no members of staff will purposely intend to read the photocopying material, however, if the individual feels strongly or worried about the information potentially being read, we recommend that the individual finds an alternative location where self-service photocopying is available.

Copyright materials which can be photocopied (within reason):

You may download or print for the purposes of Private study or research for a non-commercial purpose, without asking permission from the copyright holder.

Please note:

- When copying/printing from web pages, respect web copyright notices and any copyright statements attached to works.
- Unless explicit permission to copy more is given on the website, only single copies may be downloaded and printed.
- Using material from a subscription database should be governed by contractual conditions
- Unless it is impracticable, all copies must be acknowledged
- 4 copies of a single A4 section of an OS map can be taken for private and non-commercial usage

Please refer to our Data Protection Policy and OS Maps guidelines for more information. Or alternatively, contact the Clerk to the Council.