

Reprography Services, Acquisition Procedures and Copyright

by
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Abstrak: Di samping mengkaji semula harga-harga perkhidmatan reprografinya, Perpustakaan Universiti Malaya juga telah mengambil kesempatan untuk mengkaji asas-asas dan rasional pinjaman antara perpustakaan khususnya dalam pembekalan salinan-salinan mikrofilem/mikrofis dan xerox. Faktor-faktor seperti permintaan yang menasabah dan masalah halangan hakcipta haruslah sentiasa diberi perhatian. Rencana yang berikut akan memberikan garis panduan berkenaan dengan perkhidmatan reprografi di Perpustakaan Universiti Malaya.

For many years now the Library University of Malaya (UML) has been supplying copies of materials (in various formats) from its holdings to various individuals and libraries on demand. This is no different from any other library which engages itself seriously in inter-library cooperation.

Up to a few years ago, requests made to UML seemed to have been consistent with research needs of requesting libraries; and more important, requests comprised mostly items which were difficult to obtain, being out-of-print, or printing sources were unknown, etc.

Latterly, however, for various reasons, requests have come which have made it necessary for UML to take a closer look at its reprography services.

In recent times, some acquisitions librarians, especially from local libraries, have adopted the rather alarming practice of treating UML as an acquisitions agent or bookstore. Reprography of titles are frequently requested when:

- the titles are still in print; and they are
- fairly easily purchased from the market.

As a result, instead of catering to a few titles a year per library, UML is often inundated with vast orders for titles, with no care taken by the requesting library to ensure that items still in copyright, still in print, are not included. UML staff are therefore much burdened with having to check endlessly with lists (CBI, BIP, catalogues of local book publishers such as Dewan Bahasa dan Pustaka, etc.), to try to ensure

that UML is not caught holding the wrong end of the stick where copyright is concerned.

A few related factors tend to exacerbate this problem.

1. Collecting conference papers by UML

In recent years, UML has made a conscious effort of collecting papers presented at conferences, seminars, etc. To this end, UML incurs costs at various levels:

- It pays the registration fees for its professional and other staff to attend key conferences or seminars in order to ensure the collection of full sets of papers at these conferences;
- it expends time and energy in indexing and organising the materials so gathered; and finally,
- it expends time, energy and money in informing its interested users via its publication, the *Kekal Abadi* regarding conference papers so acquired.

It is felt that it is the responsibility of acquisitions librarians elsewhere to merely use the *Kekal* as a tool; and to try to purchase/acquire from sources indicated. They should not take the easy way out, by using the *Kekal* almost as a sales catalogue; or to ask practically on a blanket basis many of the conference papers and other materials listed as being in UML's possession.

2. Theses, dissertations, graduation exercises of Universiti Malaya

Since some five years ago, UML has embarked on a preservation effort in microficheing this University's own theses, dissertations and graduation exercises. It

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is not the intention of UML to prevent access to any of its microforms to any interested reader. To the local researcher and the peripatetic scholar, the collection is always open.

In the normal way of things, again it is expected that some libraries will wish to acquire some of the items thus fished by UML.

However, it is merely an annoyance, if any library were to set about trying to duplicate entirely, or in bulk, sections of such theses collections.

Indeed, it is a mystery why such an acquisition 'policy' should be felt to be necessary. If indeed there is a single scholar needing to have access to the total, or the bulk of the collection it would seem more sensible and economical to refer the person to UML.

In all instances it is not a comfort for the supplying library to be informed that the requesting library is willing to pay. Certainly the availability of funds at a requesting library is no excuse for armchair acquisitions librarianship; and it is no real substitute for an effective and selective acquisitions policy.

This is especially the case when the supplying library (UML in this instance) is not in reprography to make money. It would, of course, have been a different story altogether, if UML were undertaking the project as a commercial enterprise. However, up to this period, the basic concerns are still those of:

- (a) preservation; and
- (b) attempting to expand/better its own collections relevantly. To this end, rates are still basically

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RETURN TO FUNDAMENTAL PRINCIPLES OF LIBRARY COOPERATION

In an effort to force everyone to return to basic principles of observing the game in library cooperation, UML has taken a long, hard look at its reprography services and has evolved procedures for the future. These are outlined below.

Observation of Copyrights

UML has decided that no item which still enjoys copyright and which is still on sale on the market should be photocopied or microfilmed for any requesting library.

To this end, it will require, from now on, the requesting library to do a bit of spade work. The requesting library will have to provide proof to UML that the items that it needs in any reprographic form no longer enjoy print run. This step therefore assures UML that by doing a photocopy or microform copy for the requesting library, UML is in no way infringing the copyright of the publisher/author.

Theses/Dissertations and Graduation Exercises

It is normally expected that any requesting library with an acquisitions policy would not need to acquire more than a few titles from UML's stocks. If indeed there is any scholar visiting that library who needs tens of dozens of UML's theses or dissertations, then that scholar should be advised to visit UML itself.

To militate against a cavalier attitude in acquisitions of this collection, a rate of M\$150 per title is charged. This is in line with charges effected for theses purchased from abroad.

However: All these titles are exchanged free, on a title-for-title basis; or on any other *ad hoc* basis which might be mutually agreed upon.

Conference Papers

It is felt that the expenditure of staff time and attention to detail put into the conference paper collection should be reflected somewhat in the rates for reproducing such materials for a requesting library.

More important, it is strongly felt that the organisers who are in the market to sell their conference papers should not be deprived of a potential market through UML supplying cheap copies to a requesting library. In all instances, therefore the requesting library will have to prove to UML that an organiser is:

- (a) not selling its conference papers; and
- (b) has no objection to UML selling the copy to the requesting library.

This ensures that UML is in no way infringing the copyright of conference organisers who through goodwill have deposited papers at the library.

Bahagian Koleksi Kebangsaan (BKK) Materials

The BKK collection seeks to locate a copy of all materials on Malaya/Malaysia; and a copy of anything written in Bahasa Malaysia. The collection also includes private or special collections of those Malaysians who have contributed to the scholarly, intellectual or imaginative development of the country.

While many of the items have been acquired through the peruse-catalogues-and-buy type of acquisition process, many other items have been acquired very literally by the sweat and extraordinary effort of various librarians, friends and scholars. Quite a bit of the collection has only surfaced as a result of intense investigative librarianship.

Thus, it is with much chagrin that BKK receives such whimsical requests as: 'Let us have a copy of your Za'ba collection' (over 2,000 items); 'Let us know if you have anything on the teaching of English

as a second language, and let us have a photocopy of everything you have upon this subject'; or 'We would like to acquire a copy of your theses collection' (over 5,000 items) and so on — ending always with the kindly-meant, but quite maddening (in this instance) bit of largesse — 'We are ready to pay'.

Under such conditions it is felt that higher rates charged will encourage selectivity and a consciousness of the necessity for each purchase.

Free-of-charge exchanges on a title-for-title basis, should again lead to increased appreciation of professional acquisitive effort, and encourage a sense of one's own increasing worth as a library/librarian.

Moreover, UML will still allow libraries with little funding, but with any significant store of librarianship effort, to obtain materials free of charge from its various collections.

CONCLUSION

In following all these procedures UML hopes to return to the original bases for library cooperation and library exchanges of information. It would prefer to have titles of materials which are in other libraries (which in turn are reflections of the other libraries' acquisition policy and their parent organisation's research activities) in free exchange for any item within UML's non-copyright library stocks.

In pursuance of all the above objectives, the following points have been put into immediate effect at UML. In short, they are:

- (i) Reprography rates of certain materials (preservation, fragile, or obtained through investigative

librarianship) have been raised to prevent libraries ordering in bulk without due care or thought being paid to the selection of items;

- (ii) Reprography rates of other materials have been raised to be in line with actual costs expended by UML in the acquisition, processing and information distribution of other materials;
- (iii) More care is being taken to ensure that UML will not wittingly or unwittingly supply materials in contravention of publishers' and authors' copyrights.
- (iv) In all cases, the principles of free library exchanges are preferred and encouraged as against monetary payments for items copied. This is especially true of items acquired for or by the Bahagian Koleksi Kebangsaan or National (preservation) Division of the Library.

SCOM

Accord reached via national and regional forums such as SCOM (Standing Committee on Microforms) will continue to be observed.

In fixing the new rates for non-SCOM project materials the starting rates fixed by SCOM will form UML's starting rates.

All materials filmed as SCOM projects will continue to be charged as agreed to by SCOM members.

The new conditions and rates are tabulated and appended below.

REPROGRAPHY RATES AND CONDITIONS 1985

I. NON-SCOM PROJECTS

1. Photocopy	30 ¢ per page
2. Microfilm (negatives)	40 ¢ per exposure (1–100 exposures) \$1.60 per foot (in excess of 100 exposures)
Microfilm (positives)	25 ¢ per exposure (1–100 exposures) 80 ¢ per foot (in excess of 100 exposures)
3. Microfiche (negatives)	\$8 per microfiche (of 30/60 frames)
Microfiche (positives)	\$4 per microfiche (of 30/60 frames)
Minimum charge for microfiche: \$10	

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| 4. Microprints | M\$1.50 per print
(PLUS \$1 handling charge for each item) |
| 5. Gestefax stencil | \$3.50 per stencil |
| 6. Microfilm or Microfiche of: | |
| (i) Theses, dissertations
or graduation exercises | \$150 per title |
| * (ii) Conference paper collections | \$150 per title |
| (iii) National preservation materials
from the Bahagian Koleksi
Kebangsaan | \$150 per title |

NOTE: All materials listed under item 6:

- (i) Can be exchanged, FREE OF CHARGE, on a title-for-title basis.
- (ii) Conference papers will be photocopied only on evidence produced that
(a) conference organisers are no longer contactable; (b) they do not sell their
papers any longer, or (c) they have no objection to UML supplying copies.
- (iii) * *Individual papers*: within a set of conference papers will be supplied singly
to researchers, at \$10 per paper.

II. SCOM PROJECTS

1. Libraries in Malaysia and Asean

Microfilm (negatives)	40 ¢ per exposure (1–100 exposures) 30 ¢ per exposure (more than 100 exposures)
	\$100 per roll of 100 ft. (minimum order: \$10)
Microfilm (positives)	25 ¢ per exposure (up to 100 exposures) 20 ¢ per exposure (more than 100 exposures) \$50 per roll

2. Libraries outside Malaysia and Asean

Microfilm (negatives)	\$200 per roll of 100 ft.
Microfilm (positives)	\$100 per roll of 100 ft.