

## Photocopying and scanning information

### Photocopying and scanning for private non commercial study and research

For the purposes of **private, non-commercial study and research only**, certain limited amounts of copying may be undertaken. This is called the "fair dealing" exception to copyright law. It has not been precisely defined by the courts, and when in doubt you should always consult the rights-holder.

The usual limits of fair dealing are as follows:

- Periodicals - one copy of one article from any one issue of a journal
- A book - one chapter or 5% of a book whichever is the greater
- Conference proceedings – one conference paper from a set of proceedings
- A short story or poem from an anthology (not exceeding 10 pages)
- A whole report from a single case of a judicial proceedings, or 5%, whichever is greater

There is no provision for copying an part of an unpublished work.

It is a condition of the fair dealing defence that the source of the work is acknowledged in all cases.

Further information is available from:

[Library](#)

[Delta](#)