

[DATE]

RE: Cataloging Concern

Dear [Member Library],

While cataloging your library's copy of [Work in Question], a question arose under the accompanying policy.

Specifically, the concern is due to [INSERT VERY BRIEF DESCRIPTION].

Please review the circumstances under which the copy was generated or acquired and assure the System that the concern is addressed by either:

- ☐ Copyright Act 107 (Fair Use)
- ☐ Copyright Act 108 (Library and Archives Copies)
- ☐ Copyright Act 110 (Various exceptions)
- ☐ Americans With Disabilities Act (Adaptive Copy)
- ☐ Material is licensed for use by the Library and System under the \_\_\_\_\_ license
- ☐ Material is not under copyright protection

Your library may provide this assurance simply by checking the applicable box. The justification for your assurance does not need to be provided, although we encourage you to maintain a copy in your internal records.

Thank you for your consideration. As a matter of policy, the System encourages the use of Copyright Act Sections 107, 108, 110, and the ADA for the making of copies as authorized by law, and more information on those important protections can be found at:

- [Copyright Act Section 107 \(Fair Use\)](#)
- [Copyright Act Section 108 \(Library and Archives Copies\)](#)
- [Copyright Act Section 110 \(Various exceptions\)](#)
- [Americans with Disabilities Act \(Adaptive Copies\)](#)

Sincerely,

[Name]

Westchester Library System