



Directive on the Legal Deposit of Publications Produced by the School Board

<i>Department responsible:</i> General Administration	<i>Approved by:</i> _____ Director General
<i>Effective Date</i> January 1 st 2003	<i>Amended on:</i> July 1 st 2006
<i>Reference:</i> <i>National Library Act (R.S.C., c. N-12)</i> <i>An Act respecting the Bibliothèque nationale du Québec (L.R.Q. B-2.2_A)</i>	<i>Web / sources:</i> www.bibliat.gouv.qc.ca www.nlc-bnc.ca

In certain circumstances, the didactic, reference or information material published by the Kativik School Board is subject to legal deposit with the national Libraries of Quebec and Canada.

The information contained in this Directive is provided solely for guidance and should neither be quoted nor considered as having legal value. It may become obsolete without advanced notice.

1. Premises

- 1.1 [application](#) This Directive states the rules to be observed when KSB publishes books, brochures, artists' books, journals, magazines, musical scores, geographic maps, posters, post cards, prints, art work reproductions, sound recordings, microforms, electronic documents and software.
- 1.2 [legal deposit and copyright](#) The legal deposit is a procedure totally independent from the rules applicable to copyright. Failure to proceed to legal deposit in no way affects copyright protection.
- 1.3 [definitions](#) In this Directive, the following terms are defined as follows:
- a) **publisher**: any person or organization that takes responsibility for the production of a published document; in this case, the Kativik School Board.

2. Legal deposit

- 2.1 [mandatory legal deposit](#) The *National Library Act of Canada* and the *Act respecting the Bibliothèque nationale du Québec* require all publishers to make a deposit of any document published in Quebec. This deposit is without charge and generally done in two copies.
- 2.2 [aim of the Act](#) The legal deposit allows the Bibliothèque nationale du Québec and the National Library of Canada (hereinafter called the “National Libraries”) to collect, preserve and disseminate all documents published in Canada and Quebec.
- 2.3 [entry in a database](#) For each document received, the National Libraries prepares a bibliographical description which is entered in the Libraries’ database, accessible to all at no cost through the Internet. This description is also included into the *Bibliographie du Québec*, a monthly bulletin published by the BNQ which lists all documents received by the Library and which is widely distributed to libraries, documentation centers and book stores.
- 2.4 [work to be distributed or not](#) Legal deposit applies to all published documents, whether or not intended for a restricted public. Consequently, it is required for documents produced by KSB even though they are exclusively distributed to students or to the staff.
- 2.5 [legal deposit in Quebec and Ottawa](#) With respect to legal deposit, KSB is subject to a dual obligation. It must send two copies of each of its publications to the BNQ as well as to the National Library of Canada.
- 2.6 [delay for sending copies](#) KSB must send to the BNQ two copies of its publication within 7 days after the date of publication.
- 2.7 [form](#) Documents sent must be accompanied by a duly completed legal deposit statement form.
- 2.8 [mention on document](#) KSB must affix on the document sent to the Library the mention: Dépôt légal – Bibliothèque nationale du Québec, as well as the year of publication. For example: Dépôt légal - Bibliothèque nationale du Québec, 2010.
- 2.9 [use of the 2 copies sent](#) One copy is stored in ideal conservation conditions and the second copy is made available to the public for consultation.
- 2.10 [legal proceedings](#) Failure by KSB to submit to the legal deposit procedure makes it liable to legal proceedings provided for in the Act.

3. Publications subject to legal deposit

Whether distributed free of charge or not, publications described below are subject to legal deposit. These definitions are taken from the rules applicable at the BNQ, but similar rules apply for legal deposit at the NLC.

- 3.1 [poster](#) A poster is a graphic representation generally printed on paper and may include images or text. Intended to promote a goal or an event, it is characterized by its short-term exhibition and a wide variety of its subjects, often enriched by artistic contents. Only posters measuring between 40 cm x 50 cm or 2,000 cm² and 100 cm x 158 cm or 15,800 cm² are subject to legal deposit.
- 3.2 [brochure](#) A brochure is a non-periodical printed publication having at least 5 pages, but no more than 48 pages (cover pages excluded).
- 3.3 [post card](#) A post card is an image reproduced on a card intended to be sent by mail without an envelope.
- 3.4 [electronic document](#) An electronic document is made up of any group of data entered on an electronic support medium which allows for extended dissemination (for example: diskette, CD-ROM, video disk) and which is either an original document or a copy of a printed document.
- 3.5 [sound recording](#) A sound recording is a recording of sound without images. Such recordings may be done on various support media such as compact disks, vinyl albums, cassettes and tapes.
- 3.6 [print](#) A print is an image printed on paper or on a similar support medium with one or several print elements on which surface an image was executed in such a way as to retain ink, through print, serigraphy or lithography techniques. These print techniques imply manual and personal input from engravers in the production of these print elements and their printing.
- 3.7 [journal](#) A journal is a periodical publication intended for the public at large the goal of which is essentially to provide an original source of written information about current events, public affairs, international issues, political and other issues.
- 3.8 [book](#) A book is a non periodical publication comprised of at least 49 pages bearing signs intended to be read.
- 3.9 [software](#) A software is a set of rules, instructions and procedures written in a form that a computer can understand in order to perform certain tasks, including data processing.
- 3.10 [microform](#) A microform is the micro-edition of a text or other visual document, which can be read only with a specialized device. Microsheets and

microfilms are microforms.

- 3.11 [annual publication](#) An annual publication is a publication which is usually published once a year and which summarizes the main events, factual data and/or statistical data of one year. However, the publication period of such a publication may exceed one year, as long as it is regular. Directories, catalogues and annual reports are examples of annual publications.
- 3.12 [reproduction of a work of art](#) A reproduction of a work of art if the exact duplication of an already existing image without any interpretative input. It is done through photographic or photomechanical processes and involve no manual and personal input or intervention in the choice of the presentation and organization of the image.
- 3.13 [magazine and periodicals](#) A magazine or periodical is a periodical publication of general interest or devoted to documentary studies and information on particular issues: law, finance, trade, medicine, fashion, sport and others. This category includes magazines and all periodicals other than newspapers.

4. Publications not subject to legal deposit

- 4.1 [exemption](#) The following types of documents are not subject to legal deposit:
- a) agendas
 - b) calendars
 - c) greeting cards
 - d) pamphlets
 - e) reprints of a document already under legal deposit.
- 4.2 [exception to legal deposit](#) The *Regulation on legal deposit of published documents* provides the list of publications exempted from the legal deposit obligation (press releases, pamphlets, slides, financial statements, forms, circular letters, activity programs, monographs of less than 5 pages, etc.).
- 4.3 [lecture notes](#) An internal regulation of the BNQ provides that lecture notes explicitly related to a course number are also exempt from the legal deposit obligation (unless they are published by a commercial publisher and intended for the public at large).

5. Legal deposit procedure

- 5.1 [forms](#) The procedure and forms required for legal deposit are available on the Internet site of the national libraries.
- ? www.biblinat.gouv.qc.ca
 - ? www.nlc-bnc.ca

6. Attribution of ISBN

- 6.1 [ISBN](#) The attribution of an International Standard Book Number (ISBN) is optional and is left to the discretion of KSB. In general, it is recommended to obtain an ISBN where a title is intended for a relatively large distribution and is not limited to the publishing organization, as is often the case with KSB.
- 6.2 [distribution free or at cost](#) Whether a document is sold or distributed at no cost makes no difference with respect to the attribution of an ISBN.

7. Application of this Directive

- 7.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 7.2 [responsibility](#) The Associate Secretary General of KSB is responsible for the application of this Directive.