

RSA Policy for Pirated Items

Revised May 9, 2019

This policy has been approved by:

- RSA NFP Database Committee, 05/09/2019
- RSA NFP Users Group, 11/07/2019

Books, videos, sound recordings, and items of any other format that were illegally created and violate copyright law, sometimes referred to as “pirated items,” must never be cataloged or circulated in the RSA database due to the legal liability for both the library and RSA.

Pirated items must never be interlibrary loaned or sold in library book sales.

Pirated items are often identified by one or more of the following characteristics:

- An unprofessional, “homemade looking” container insert or binding.
Please note: This policy does not apply to the items listed below, which may have homemade container inserts and/or binding:
 - DVD/Blu-ray combination packages split into separate cases in order to circulate each disc separately.
 - Local history, genealogy, and other special collection items that are eligible for the [Cataloging Maintenance Center](#) or entered as an RSA-approved brief record.
- Lack of legitimate publisher information.
- A disc that looks copied or “burned.” The disc surface may not have any information or low quality images printed on it.
- Poor video recording quality.

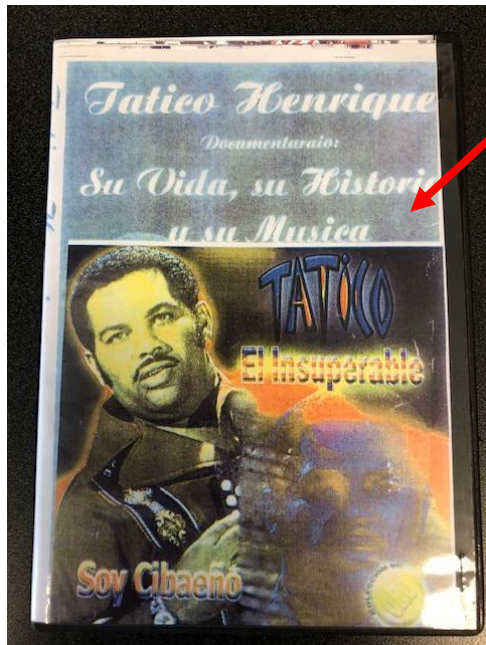
To see a sample of a pirated DVD, please see the next page of this policy.

If a library is considering cataloging an item and needs assistance identifying if it is pirated, the library should contact the RSA cataloging team via the RSA Help Desk.

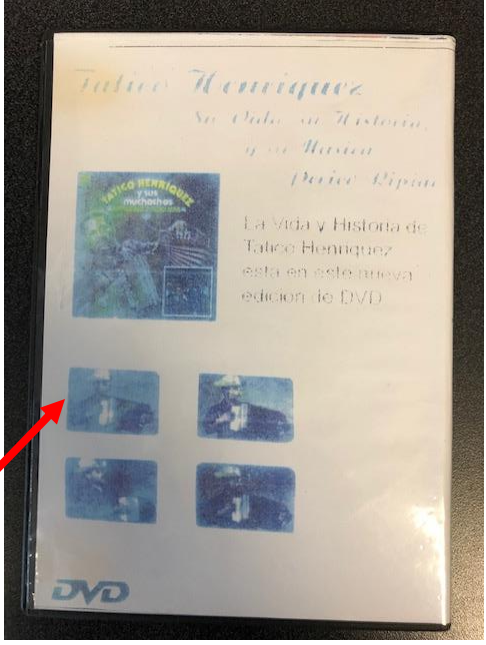
The RSA membership’s cooperation is appreciated to protect the database from the legal consequences associated with cataloging and circulating pirated items.

Please direct questions or concerns about this policy to Erica Laughlin, RSA Cataloging and Database Supervisor, at erica.laughlin@railslibraries.info or 1-866-940-4083.

Below are screen shots of a pirated DVD. Please note these screen shots are only intended to be an example. A pirated item may not have these exact characteristics.



Unprofessional, homemade container insert for the front of the case



Unprofessional, homemade container insert for the back of the case



Disc lacks information printed on its surface