

[Limited distribution](#)

1.3. Legal deposit obligation applies to all published documents, whether or not intended for a restricted public. The Board must therefore comply with this obligation although the documents produced are exclusively distributed to students or to the staff.

[Limited distribution](#)

1.4. A duly completed legal deposit form must accompanied the publication (*See articles 3A) and 4A) below*).

[Mention on document](#)

1.5. The Board must affix on the document sent to the Libraries the mention: Legal Deposit – Bibliothèque nationale du Québec and National Library of Canada as well as the year of publication. For example:

Legal Deposit- 2003
Bibliothèque nationale du Québec
National Library of Canada

2) Definitions

[Definitions](#)

2.1. In this Administrative Policy, the following expressions mean:

- a) **book:** library matter of every kind, nature and description and includes any document, paper, record, tape or other thing published by a publisher, on or in which information is written, recorded, stored or reproduced;
- b) **ISBN:** the International Standard Book Number;
- c) **published in Canada:** released in Canada for public distribution or sale.

3) Requirements / National Library of Canada

[Required deposit](#)

3.1. When the Board publishes a book, it must within 7 days after the date of publication, send two (2) copies of the book to the National Librarian except for the following publications, where no deposit is required unless specifically requested by the National Library of Canada (NLC):

- a) publications wholly or mainly in the nature of calendars and agendas without narrative text;
- b) drawing and colouring books with simple text and books of cut-outs for children;
- c) printed books that are only manufactured or distributed in Canada and are not published under the imprint of a Canadian publisher;
- d) books or book objects produced by artists, where the artist is directly involved in the artistic creation of each copy such as hand colouring or paper sculpting;
- e) books produced for initial release in fewer than four copies;
- f) on-line deliberations of electronic discussion groups;
- g) press releases and circulars;

- h) programs of activities and events;
- i) reissues of books or portions of books that are not substantially different from copies already deposited;
- j) newsletters of local interest;
- k) unpublished student reports, theses and other works produced to meet course requirements;
- l) minutes of meetings and by-laws;
- m) posters and banners;
- n) galley copies or manuscripts;
- o) individual photographs;
- p) bookmarks;
- q) elementary and secondary school yearbooks.

[Number of copies](#)

3.2. The Board must send only one copy of books produced for initial release in fewer than 101 copies.

Note:

3A)

The form to be used for legal deposit with the National Library of Canada can be obtained on the web site of the BNC.

4) Requirements / Bibliothèque nationale du Québec

[Required deposit](#)

4.1. When the Board publishes a poster, brochure, post card, electronic document, sound recording, print, journal, book, software microform, annual publication, magazine and periodicals, it must within seven (7) days after the date of publication, send two (2) copies of the publication to the Bibliothèque nationale du Québec (BNQ). The following publications are exempted from the legal deposit:

- a) agendas
- b) calendars
- c) greeting cards
- d) pamphlets
- e) reprints of a document already under legal deposit.

Note:

4A)

The form to be used for legal deposit with the BNQ can be obtained on the web site of the Bibliothèque nationale du Québec.

5) After the Legal Deposit

[Database](#)

5.1. The National libraries create a record describing the publication and make it available through the national bibliography and the Library's database (AMICUS for the NLC and IRIS for the BNQ).

[Use of the copies](#)

5.2. One copy of every publication, in any format, is stored in the National Libraries' preservation collection, where it is kept in a carefully controlled environment and allowed limited use only. The objective is to ensure its availability for future generations. Where applicable, the other copy is placed in the National Libraries' service collection for use as required by the public.

6) Penalty

[Legal deposit](#)

6.1. Every publisher of a book published in Canada who contravenes to rules pertaining to the legal deposit with the NLC is guilty of an offence and liable on summary conviction to a fine not exceeding twenty-five thousand dollars.

Every publisher of a book published in Québec who contravenes to rules pertaining to the legal deposit with the BNQ is guilty of an offence and liable to a fine between \$ 100 and \$ 2000.

7) ISBN

[Purpose](#)

7.1. The International Standard Book Number (ISBN) is a system of numerical identification for books, pamphlets, educational kits, microforms, CD-ROM and braille publications. By assigning a unique ten-digit number to each published title, the system provides that title with its own, unduplicated, internationally recognized "identity".

[Optional](#)

7.2. There is no legal obligation for the Board to get an ISBN for its publications and this no matter if the publication is to be sold or distributed at no cost.

Note:

6A) The ISBN application form is available on the web site of the Canadian ISBN Agency.

8) Application of this Administrative Policy

[Previous provisions](#)

8.1. The present Administrative Policy replaces all other Administrative Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies where applicable. If the Council adopts such Policies, the provisions of these Policies will be integrated into this Administrative Policy for the benefit of the reader.

[Responsibility](#)

8.2. The Secretary General is the person responsible for the application of this Administrative Policy.