

Patent and Trademark Resource Center Policy

The Smithtown Library is an accredited member of the United States Patent and Trademark Office's (USPTO) Patent and Trademark Resource Center (PTRC) Program. The PTRC program is a nationwide network of public, academic and state libraries that disseminate patent and trademark information and supports the diverse intellectual property needs of the public.

Recognition as a Patent and Trademark Resource Center by the Undersecretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office reflects support and commitment from the USPTO. Said support includes, but is not limited to, training of and on-going assistance to participating staff at PTRC member libraries.

Library staff trained to participate in the PTRC program are denominated PTRC Representatives. The manner in which PTRC Representatives may aid inventors and entrepreneurs are to:

- Provide reference assistance and outreach.
- Provide access to resources such as the PubEAST and PubWEST databases.
- Explain the application process and fee schedules.
- Demonstrate how to use search tools to conduct a patent or trademark search.
- Demonstrate how to access a directory of local patent attorneys who are licensed to practice before the USPTO.
- Offer classes on intellectual property.
- Offer assistance on how to perform historical research on patents and trademarks.
- Assist patrons to locate assignee information and show patrons how to track current research by company or nonprofit.

The lead PTRC Representative will ensure that the Library complies with the necessary requirements to be recognized as a PTRC under the provisions of 35 U.S.C. § 2 (a) (2) (which provides that USPTO shall be responsible for disseminating to the public information with respect to patent and trademarks) and 35 U.S.C. § 12 (which provides for the dissemination of agency information to libraries for an annual statutory fee, currently set at \$50). Furthermore, the lead PTRC Representative shall:

- Provide metrics on the use of patent and trademark services provided by the Library as stipulated by the USPTO.
- Provide metrics on outreach efforts conducted by the Library as stipulated by the USPTO.
- Attend the USPTO-hosted PTRC training seminars generally held on an annual basis.

Policy 700-500

PTRC Representatives are not attorneys; they shall not offer legal advice or endorse any commercial legal service. PTRC Representatives are not business advisors; they shall not offer business advice or endorse any commercial business.

1. PTRC services are by appointment only.
2. PTRC Representatives shall not sign a nondisclosure agreement.
3. PTRC Representatives will clearly state that all sample searches are for demonstration purposes only.
4. PTRC Representatives shall not inquire or attempt to obtain information pertaining to a patron's invention.
5. PTRC Representatives shall not perform a search for a patron's invention.
6. PTRC Representatives shall not ask for or try to obtain information about a patron's mark.
7. PTRC Representatives shall not perform a search for a patron's trademark.
8. PTRC Representatives shall not discuss patron information with a third party.

Policy 700-500

Adopted: 3/16/2021