

# Image Reproduction Policy

## General Policies

To order photographic materials or photocopies, all patrons must sign a Photographic Services Order Form indicating they have read these guidelines.

Research Center staff will photocopy all material for the patron, as time permits. **In order to preserve materials, Research Center staff reserve the right to refuse photocopying of any materials that are too fragile, rare, or oversized.**

The Trust will only make reproductions of materials that have no donor restrictions.

No more than 10% or 200 pages, whichever is less, of a manuscript collection will be photocopied.

Copying requests for entire works, regardless of format, will be processed only when the work is out of print or otherwise unobtainable at a fair price, or when permission to copy has been received from the copyright holder.

Orders received after 4:45 pm will not be filled until the next day or subsequent days depending upon staff availability.

Phone, email and mail requests for photocopies will be filled within 5-7 days of request. Rush orders (same day) will be billed an additional \$10. Please allow 7-10 days for photo reproduction orders.

## Copyright Restrictions

This notice appears on the Photograph Services Order Form:

### **NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## Permission to Publish

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