



Santa Barbara Trust for Historic Preservation
Presidio Research Center

Image Reproduction Policy

This policy applies to the reproduction of documents and images in our collection by any method (photocopying, scanning, or photographing). To publish an image, please consult the **Permission to Publish Images** policy.

General Policies

Research Center staff reserves the right to refuse reproduction if doing so might harm an item in any way. This might include oversized, fragile, or damaged materials.

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

To abide by the Fair Use clause of the Copyright Law, 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.

In-House Photocopying and Printing

Since there is only 1 photocopier in the building that is used by staff and library patrons, Research Center staff will photocopy all material for the patron, as time permits. Patrons may print from the library computer or their own laptops.

- Cell Phone Photos

Research patrons may take images of most library materials with their cell phone without the flash, provided the material lays flat without undue pressure being put on the item.

- Digital Photo Requests

To order digital scans or photocopies of collection materials, all patrons must sign a **Photographic Services Order Form**, available on the Research Center web page or in the reading room, indicating they agree to these guidelines. For scanning and printing costs, please consult the **Fee Schedule** on the Research Center web page. For all reproduction and copying requests, payment in advance is required. Please allow a turnaround time of 1-2 work days to fill a scanning request.

Phone and Email Requests

If you know what materials you would like to reproduce, you may fill out the order form in advance and email it to the librarian who can prepare an invoice for you. For credit card purchases, please call the librarian with your card number. Phone, email and mail requests for photocopies will be filled within 5 days of request.

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

Permission to publish does not constitute copyright clearance; materials owned by the Trust which may be subject to copyright clearance will also require written permission from the current copyright owner(s), or the heirs or those assigned. Permission to copy, publish, or exhibit any material owned by the Santa Barbara Trust for Historic Preservation must be obtained in writing from the Trust. Permission is granted for one-time use only and is subject to use fees. To apply for permission, please contact the librarian at the Presidio Research Center at 805-961-5369.