

REPRODUCTION OF MATERIALS

GENERAL GUIDELINES FOR PRINTING

Duplex Printing

Indiana University–Purdue University Indianapolis
University Library
Indianapolis, Indiana

Is Duplex printing available?

Currently we have one printer available for duplex printing which it is located in the 2nd floor Philanthropic Studies area (2110 cluster). The charge to IU affiliates for a double sided page will be 8¢ (4¢ per printed side).

Can I save money by duplex printing?

No. Duplex printing is very hard on printer hardware, resulting in frequent paper jams and hardware problems. The increase in maintenance costs outweighs the savings in paper.

Can I save money by printing on both sides of the paper (duplex printing)?

While duplex printing conserves paper, it does not reduce printing costs because the cost of paper is a very small part of the cost of printing. In fact, overall waste from unnecessary printing far exceeds any savings from everyone using duplex all the time. Duplex printing also reduces overall printer reliability.

Required Use of University Paper

Indiana University–Purdue University Indianapolis
University Library
Indianapolis, Indiana

Can I bring my own paper?

No. Changing paper quality levels and types is hard on the printers, resulting in higher printer maintenance costs and there is no good way for the library to charge users with their own paper.

On the 4th floor (to your left as you exit the elevator) is a printer designated for Custom Paper. The only custom paper allowed is résumé laser jet paper and colored laser jet paper. The sheets of paper must be no larger than 8 1/2" x 11."

Can I use my own paper?

Paper quality varies greatly and not all paper is well suited for use in laser printers. Therefore, users cannot supply their own paper. You can, however, print using your own paper on the fourth floor of University Library (to your left as you exit the elevator) on a printer designated for custom paper. However, the only custom paper allowed however is standard (8.5"x11") laser jet paper and colored laser jet paper. Use of this service does not reduce the per-page cost of printing.

Rationale for Printing Charges

Indiana University–Purdue University Indianapolis
University Library
Indianapolis, Indiana

Answers to Frequently Asked Questions

Why charge for printing?

Over 4.5 million pages were printed on University Library (UL) public printers last year. Every year the number of pages printed has grown, along with the costs of paper, toner, printers and maintenance. Meanwhile the library has not received any additional funding to cover these rising costs.

Haven't I already paid for printing in my technology fees?

The IUPUI University Library does not receive any technology fees specifically for printing. Printing costs are covered by the University Library budget. While printing costs have increased each year, the University Library budget for printing has not.

Why 4 cents per page?

University Library is charging the minimum per page to assist us with rising printing costs. UL will still incur the bulk of the printing costs for students, faculty and staff.

University Library is hoping this small charge per page will not deter users from printing necessary materials at UL, but will help curb unnecessary printing. Every day of every semester, library staff members remove stacks of printouts abandoned at our printers. Many times, the user only wanted one page of a document, but printed the entire document to save steps. Hopefully, this small charge will encourage users to print only what they require.

How was the cost per page determined?

Because Indiana University is a not-for-profit institution, the cost per page was established on a cost-recovery basis. The four cents per page will help recover costs associated with the entire print process, including toner, paper, replacement printer parts, personnel, hardware and software support, as well as database and server management of the systems which support the print process. This price is below that of commercial laser printing services and below the cost-per-page of ink used in personal inkjet printers.

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Self-service Copying

\$.10 per image for paper records; \$.25 per image for microfilm and microfiche records

FEES FOR SPECIAL SERVICES

Fees for Reproducing Nonprint and Special Print Materials

Georgia State University
Georgia State University Library
Atlanta, Georgia

Policy

1. In order to ensure the careful handling of Special Collections & Archives materials, all copying is done or arrangements made by Special Collections & Archives staff. Personal duplication/reproduction equipment is not allowed in the reading room without prior permission.

REPRODUCTION OF MATERIALS

2. Special Collections & Archives will not reproduce entire manuscript or archival collections or extensive sections of collections.
3. Reproduction of audio or visual tapes will be done on a case-by-case basis. This determination will be based on preservation issues, donor restrictions or copyright restrictions imposed upon the item. When copy negatives must be made, they become the property of Special Collections & Archives. Original materials from the Special Collections & Archives collections will not be lent to researchers.
4. Items so fragile that they would be damaged in the process of duplicating them will not be reproduced. Materials will not be reproduced if the procedure will in any way injure the material, for example: Bound newspapers, tightly bound volumes, early manuscripts, or rare books. The decision to prohibit reproduction will be made by the staff member at the reference desk; this decision is final.
5. Certain materials cannot be copied because of restrictions placed upon the item by the donor or agency of origin. In every case, copyright law (Title 17 of the U.S. Code) and the doctrine of educational fair use (Section 107 of H.R. 2223) applies.
6. Copies of materials housed in Special Collections & Archives are to be used solely for scholarly research. The department reserves the right to request the return of photocopies. Copyright is not conveyed with the copies. The researcher must not quote from, publish, reproduce, or display any material in the copy, in whole or in part, without written permission from the copyright holder and from Special Collections & Archives. Transfer of copies to another library or repository is prohibited, except with written permission of the Head of Special Collections.
7. Materials which Special Collections & Archives has obtained from other institutions or projects cannot be copied unless the researcher has obtained written permission of the original institution. The researcher assumes all responsibility for questions of copyright and invasion of privacy that may arise in copying audio-visual materials and in the use made of the copies.
8. Researchers may contact the department for a list of freelance researchers who can be employed to examine the collections and select relevant items for reproduction.

Please contact the Head of Special Collections with any questions concerning this policy.

Approved July 2003.

Procedures

All services must be pre-paid. Payment may be made either by cash, check, or money order. Checks and money orders should be made payable to "Georgia State University Library." Inter-departmental payments may be made via account transfer.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Prices

Photocopies: 25 cents for letter and legal size

50 cents for 11 X 17

Some photocopy requests may require 24 hours or more for completion, such as: Requests for 25 pages or more, documents that require special handling, or requests placed after 4:00 p.m.

Service Fee: \$15.00 per order for work done by an outside facility.

B&W Photographic Prints:	\$6.75 for 5 X 7
	\$8.25 for 8 X 10
	\$14.00 for 11 X 14
	\$25.00 for 16 X 20

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

When a 4X5 copy negative must be made there will be an additional charge of \$20.00. Copy negatives and transparencies will remain the property of Special Collections.

Duplicating items with own equipment: Setup and handling fee of \$25.00 and \$1.00 per image

Slides: \$6.50 each

Digital Scans:	Medium-resolution image scan (1,200 X 1,500 pixels)	\$5.00 each
	High-resolution image scan (<1,200 X 1,500 pixels)	\$20.00 each
	Digital copy of an existing scan	\$2.00 each
	Computer diskettes	\$1.00 each
	CD-ROM	\$3.00 each
	Digital black & white laser print	50 cents each
	Digital print, glossy photo quality paper, black & white or color	\$2.00 each

Computer diskettes: Finding aids and scans on diskette are \$5.00 for each disk.

Audio Tapes and CDs: \$12.00 per cassette or CD

Video Tapes: \$13.00 for duplication onto VHS

Faxes: \$5.00 for sending every 10 pages (no charge for providing introductory information at time of initial contact).

Postage and Handling:	Total order cost is \$10** or less	add: \$2.00
	Total order cost is between \$10 & \$20	add: \$3.00
	Total order cost is \$20 or more	add: \$4.00
	Certified mail (Large orders)	add: \$7.00

On request, we can accommodate rush mailings. There is a \$25.00 rush fee plus other applicable fees.

Please allow at least 10 working days for the completion of all photographic or audio reproduction orders. Requesting a faster completion time may incur rush charges (depending on our present work load). Times are computed on business day hours. For 8–16 hours add 100%; less than 8 hours add 200%.

A deposit is required on all large orders. The amount for deposit will be approximately half of the total estimated cost.

There will be an additional charge of \$30.00 per item for commercial projects and a charge of \$10.00 per item for University Press projects.

**For Photocopy orders over 40 pages there is a \$2.00 postage fee for each additional 40 pages.

Payment

Advance payment is required for all orders. Checks should be made payable to "GSU Library" and mailed to the archivist assisting your order at:

Special Collections & Archives

The University Library

Cash payments may be made by on-site researchers.

Georgia State University employees may request that Accounting Services expense their Department's speedtype and transfer these funds into LIBS4. Please send a copy of your transfer request to the archivist assisting your order.

REPRODUCTION OF MATERIALS

University of California Santa Cruz
University of California Santa Cruz University Library
Santa Cruz, California

How much does photocopying cost?

McHenry Library:

Photocopies cost \$0.15 per page when paying with cash, \$0.08 per page when using a copy card (Slug Card) from the UCSC Copier Program.

Science & Engineering Library:

Photocopies cost \$0.15 per page when paying with cash, \$0.08 per page when using a copy card (Slug Card) from the UCSC Copier Program.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Photocopies:

Requests for photocopies should be made of the staff member at the reference desk. Every attempt will be made to complete photocopy requests in a timely manner. Orders will not be completed on a while-you-wait basis. The normal turnaround time is 24 hours. Exceptions are granted for requests of 7 pages or less. Large orders may take several days to process. The cost is 25 cents per page. Photocopies can be picked up or mailed; if mailed there is a shipping and handling fee.

The procedure for photocopy reproduction is as follows:

1. Please complete the Photocopy Request Form (available here for offsite researchers).
2. Please be sure archives staff is aware of what needs to be copied.
3. Please do not remove original material from folders. Turn the Photocopy Request Slip (yellow form) perpendicular and in front of the materials you would like copied in the folder. This will ensure the materials remain in order. For bound volumes (if it is permissible for the volume(s) to be copied) write the pages you would like copied on the Photocopy Request Form.

Fees for Copying Archival Documents

North Park University
Archives and Special Collections
Chicago, Illinois

Copies: Patrons may make photocopies of documents on the provided copy machine, at the discretion of the Archivist. To help us prolong the life of the documents, please ask for assistance when working with fragile items.

Cost: 10 cents per page.

Off-site patrons not able to visit the Archives may request photocopies of previously identified records up to the amount of 50 pages, per semester. Please note that the Archives staff can not provide any research within the identified records. Cost: 10 cents per page, plus postage. The order will be filled upon the receipt of money and as staff time allows.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Fees for Notary Service

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

There will be a \$5.00 handling fee for all notarizing of documents.

All responsibility for questions of copyright that may arise in copying and in the use of copies will be assumed by the user. A signed Indemnification Agreement is required for all publication and production use.

Fees for Searching and Copying Records

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Copying Services

A \$5.00 advance payment will be required for each name searched in each of these types of records: Vital records (birth, marriage, death); citizenship records; census records; court records; probate records; tax rolls; other public records; manuscript collections and published sources (books, maps).

If the record requested is found and is less than 5 pages in length, a copy will be provided at no additional charge. If the record is found and is more than 5 pages in length, a cost estimate will be provided using the following guidelines:

- \$.50 per page for copies from paper records
- \$.60 per page for copies from microfilm records

If you would like us to proceed with the copy job after you have received our cost estimate, you must pay that amount in advance.

Search & Copy Request Forms for the various types of records are available on-line to print, fill out, and mail in with your check. At this time, we are unable to accept credit card payments, online, or phone requests.

Fees and Guidelines for Scanning

North Park University
Archives and Special Collections
Chicago, Illinois

Scanning: Patrons may scan textual documents, if the condition of the document allows. Scanning of tightly bound papers or fragile items is prohibited. Upon discretion of the Archivist, on-site patrons may scan up to 5 documents per visit, using their own equipment. Also upon discretion of the Archivist, the Archives may scan up to 5 documents with our scanner. The charge for the latter service is \$1.00 per image, and computer disks must be provided by the patron. Copy and Request form for each document must be signed before scanning

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Scanning

Many of the materials in the Special Collections Department can be scanned. All responsibility for questions of copyright that may arise in scanning and in the use of copies will be assumed by the user. A signed Indemnification Agreement is required for all publication and production use.

REPRODUCTION OF MATERIALS

- Scan to laser printer—\$1.00 per image
- Scan to disk/CD—\$1.00 per image and \$2.50 disk/CD fee
- Scan to e-mail: \$1.00 per image.

Each scanning job will also have a \$15.00 processing charge. Normal delivery time is 2 weeks.

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Self-service Scanning

- Scan to laser printer: \$1.00 per image
- Scan to disk/CD: \$1.00 per image + \$2.50 disk/CD fee
- Scan to e-mail: no charge

Fees for Duplicating Photographs

North Park University
Archives and Special Collections
Chicago, Illinois

Photographs

Copies: Patrons may request copies of photographs. The costs are as follows:

- Black and White, 5" x 7" \$10, if copy negative available
- Black and White, 5"x 7" \$25, if copy negative unavailable
- Black and White, 8"x 10" \$12, if copy negative available
- Black and White, 8" x 10" \$27, if copy negative unavailable
- Color, 5" x 7" \$20, if copy negative available
- Color, 5" x 7" \$40, if copy negative unavailable
- Color, 8" x 10" \$23, if copy negative available
- Color, 8" x 10" \$43, if copy negative unavailable

The Archives retains any copy negatives. Copy and Request forms must be signed for each photograph ordered. The order will be processed by Archives staff upon the receipt of money and form.

Scanning: Upon discretion of the Archivist, on-site patrons may scan up to 5 photos per visit, using their own equipment. Also upon discretion of the Archivist, the Archives may scan up to 5 images with our scanner. The charge for the latter service is \$1.00 per image, and computer disks must be provided by the patron. Copy and Request forms for each image must be signed before scanning.

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Photographic Prints

When ordering media reproductions, please include identification numbers, any published references, and photocopies of the images. Also, please state the intended use of the materials requested. Any special copying, handling or mailing instructions should be included with the order. Negatives are not provided for photographic orders. All fees are subject to change. All sales are final. Some material may not be available for copying due to restrictions. All responsibility for questions of copyright that may arise in copying and in the use of copies will be assumed by the user. A signed Indemnification Agreement is required for all publication and production use.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

If a negative is on file:

- 4 x 5—\$5.00
- 5 x 7—\$7.50
- 8 x 10—\$7.50

If a negative is NOT on file:

- 4 x 5—\$7.50
- 5 x 7—\$10.00
- 8 x 10—\$12.50

Prices for other sizes available upon request. Each reproduction job will also have a \$5.00 processing charge. Normal delivery time is 2 weeks.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Photographic Reproductions

Photographic reproductions may be provided from selected pages of books, manuscripts, or original photographs. Please consult the staff member at the reference desk for the proper procedure.

A photographic reproduction, under normal circumstances, will take from 7 to 14 business days. Orders can be expedited but there is an additional fee for this service.

Fees for Color Printing and Copying

University of Wisconsin Madison
Memorial Library
Madison, Wisconsin

Color Photocopies

Color photocopier with a cost of 58¢ per image.

York College
Schmidt Library
York, Pennsylvania

Color Printing (available for YCP faculty, staff, and enrolled students)

A full color laser printer is available for printing paper copies or transparencies. Items can be scanned and printed or printed from a CD, USB drive, or your network drive. This service requires a YCP network account and assistance from Information Services staff. The cost is \$0.50 for paper and \$1.00 for a transparency.

FEES FOR SPECIFIC FORMATS

Oral History Recordings

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

All reproductions are produced on audio cassettes. If the original is on a reel-to-reel tape there is a \$8.00 set up fee. Fees are based on number of minutes copied:

- 0–30 minutes—\$7.50
- 30–60 minutes—\$8.00
- 60–90 minutes—\$9.00

CIRCULATION PRIVILEGES

All responsibility for questions of copyright that may arise in copying and in the use of copies will be assumed by the user. A signed Indemnification Agreement is required for all publication and production use. Each reproduction job will also have a \$15.00 processing charge. Normal delivery time is 2 weeks.

Architectural Drawings

University of Wisconsin Green Bay
Cofrin Library
Green Bay, Wisconsin

Charges for reproductions of videos, film, and filmstrips are available upon request. Architectural drawings are \$5.00 each.

Lamination

York College
Schmidt Library
York, Pennsylvania

Lamination

The cost for lamination is \$0.05 an inch. The laminator is 24" wide. Ask for assistance at Information Services to laminate larger items.

Overhead Transparencies

York College
Schmidt Library
York, Pennsylvania

Overhead Transparencies

Thermal transparencies are made from a carbon-based original source, such as a photocopy, from the scanner or from a file on a disc or your network drive.

Price list:

- Write-on \$0.10
- Black on clear \$0.50
- Red on clear \$0.50
- Purple on clear \$0.50
- Green on clear \$0.50
- Yellow on blue \$0.50
- Yellow on purple \$0.50
- Yellow on green \$0.50
- Full color \$1.00

Printing Computer Graphics as Posters

York College
Schmidt Library
York, Pennsylvania

Full Color Poster Printer (available for YCP faculty, staff and enrolled students)

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

This printer will create full color posters, up to 41" x 70", from graphic programs such as PowerPoint. The cost is \$0.30 per inch. This service requires staff assistance and a YCP network account. Ask for assistance at Information Services

Single Color Poster Printer

This printer will enlarge an 8 1/2 x 11 piece of paper to larger sizes of 17" or 23" wide. The background is white with a variety of colors available for the print. The cost is \$0.12 per inch.

Microforms

University of California Santa Cruz
University of California Santa Cruz University Library
Santa Cruz, California

Can I print from Microforms or Microfiche (and how much does it cost)?

McHenry Library:

Yes. There are three microfilm/microfiche readers with printing capacity in Microfilms. Printed pages cost \$0.20. For this, Library Print Cards can be purchased from a vending machine located near the Government Publications desk, 2nd floor, McHenry Library.

Science & Engineering Library:

Yes. There is one microfilm/microfiche reader with printing capacity on the Lower Level by the Map Room. Printed pages cost \$ 0.20 with a Library Print Card (Xerox card) available from the vending machine in the S.H. Cowell Room.

FORMS

Request for Photocopies from Special Collections

Special Collections Department

University Library

Georgia State Library

Photocopy Request Form

The Special Collections Department furnishes photocopies as an aid to private study, scholarship, or research. The Department reserves the right to refuse copying because of the physical condition of the material, restrictions on the material, or copyright laws. The amount of copying may be limited at the discretion of the Department or the donor; copying for other than scholarly purposes may be limited at the discretion of the Department or the donor. When unusually large or complicated photocopy orders and requests for copying for purposes other than scholarly research are accepted, additional fees may apply.

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, U. S. 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 reproductions. 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 copy order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Please Sign the Following Statement

CIRCULATION PRIVILEGES

I assume all responsibility for complying with U.S. copyright restrictions applicable to these materials and agree to indemnify and hold harmless the Board of Regents of the University System of Georgia, Georgia State University, and their officers and employees, from and against any claims for invasion of privacy, copyright infringement, or any other claims, suits, costs, and liabilities arising out of any use of the material copied. I understand that receipt of copies does not constitute permission to publish, and that I am responsible for obtaining such permission.

Name (printed) _____

Signature: _____

Date: _____ Copies to be mailed ____ (postage to be paid by researcher)

Mailing address (please print legibly):

Instructions

1. **DO NOT REMOVE ITEMS FROM FOLDERS OR FOLDERS FROM BOXES. DO NOT REARRANGE THE CONTENTS OF ANY BOX OR FOLDER.** If you find that the contents of a box or folder are out of order, please bring the problem to the attention of the reading room archivist.
2. **Please fill out and attach a copy slip to each item you select for copying.** Copy slips are available from the reading room archivist. Attach the copy slip to item in such a manner that the slip protrudes from the long side of the folder; leave the material to be copied in its original place in the folder; and return the folder to the box.
3. **List each copy slip on this form,** including the collection name or book title, the box and folder number or call number, and the number of pages. Leave the last column ("Amount Owed") blank.
4. Researchers must pay for their copies before receiving them.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

COLL. NAME/ BOOK TITLE	BOX/CALL #	FOLDER/PAGE #	NO. PAGES	AMOUNT OWED

Reference Person(s) _____ Previous Balance _____

Copy Person(s) _____ Total Due _____ () Paid

Date paid _____