

# Duplication Services

## Procedures

Visit our website ([library.gsu.edu/specialcollections](http://library.gsu.edu/specialcollections)) for current instructions and request forms.

## Policies

1. In order to insure the careful handling of Special Collections and Archives materials, all copying is done or arrangements made by Special Collections and Archives staff. Personal duplication equipment is not allowed in the reading room without prior permission.
2. Researchers may take photographs of collection materials for study purposes only, and as allowed by the library, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules. Please see our Camera Use Policy for more information.
3. Special Collections and Archives will not reproduce entire manuscript or archival collections or extensive sections of collections.
4. Special Collections and Archives reserves the right to refuse duplication of materials based upon condition of the item, copyright or donor conditions. The decision to prohibit reproduction will be made by the staff member at the reference desk.
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 and 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 and Archives. Transfer of copies to another library or repository is prohibited, except with written permission of the Head of Special Collections.
7. If you are requesting the copies of records from the [Johnny Mercer Collection](#) or the [Stetson Kennedy Collection](#) a secondary release form must be completed.
8. Materials which Special Collections and 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.
9. Personal cameras may be used onsite in the reading room in accordance with our Camera Use Policy.
10. Researchers must adhere to all citing and publication procedures.

## Price List

<b>Service</b>	<b>Rate</b>
Photocopy (letter/legal sizes)	\$0.25 per page*
Photocopy (11x17)	\$0.50 per page*
PDF document	< 5 documents free > 5 documents \$5.00 each*
Image scan (300 dpi, JPEG or TIFF)	\$5.00 each*
Image scan (600 dpi, JPEG or TIFF)	\$10.00 each*
Image scan (hi-res > 800 dpi)	< 10 images \$25.00 each > 10 images \$30.00 each
Excess image fee (> 20 images)	\$25.00 flat fee in addition to per image charges*
Video duplication	\$15.00
Audio duplication	\$15.00
CD-R or DVD-R replication	\$5.00
Rush services (3 days or less)	100% of total cost

<b>Shipping &amp; Handling</b>	<b>Rate</b>
Total order cost < \$10	\$3.00
Total order cost \$10 to \$20	\$4.00
Total order cost > \$20	\$5.00
Oversized items or large orders	\$10.00

<b>Publication/Use Fees</b>	<b>Rate</b>
Commercial use	\$30.00 per item
University press/non-profit use	\$10.00 per item

\*Rates apply to researchers not affiliated with GSU.