

Duplication Fees and Policies

Special Collections
University of Arkansas Libraries

Types of Duplication Services Provided:

Request for duplication form must be filled out and received with prepayment prior to completion of order. Postage will be added for all mail requests. Courier fees will be added for all services that require use of an off-campus vendor.

Photocopy

\$.30 per copy plus postage if applicable

Digital Photographic Reproduction to CD low resolution (saved as JPEG)

\$5.00 per image, plus cost of CD, plus postage if applicable.

Digital Photographic Reproduction to CD high resolution (may be saved as a tiff)

\$10.00 per image, plus cost of CD, plus postage if applicable.

Digital Photographic Reproduction of oversized material

\$16.00 per item, plus cost of CD, plus postage if applicable.

DVD Reproduction from existing DVD

\$9.00 plus cost of DVD, plus postage if applicable.

DVD Reproduction from an existing VHS

\$9.00 plus cost of DVD, plus postage if applicable.

Audio Reproduction to a CD from an existing CD

\$7.00 plus cost of CD, plus postage if applicable.

Audio Reproduction to a CD from an existing audio cassette

\$9.00 plus cost of CD, plus postage if applicable.

Duplication of audio or video recordings requiring transfer from other media

Service provided by an off-campus vendor, fees based on cost from vendor plus courier fees, plus postage if applicable.

General information

Production of photographic prints --- Not Available at this time.

For all mail requests, cost of postage or \$2.00 (whichever is greater).

Cost of CD \$3.50

Cost of DVD \$5.00

Payment for all charges for photocopies and other duplication must be prepaid. Payment must be received in full before order will be processed.

Payment may be made by check, money order, credit card or **University of Arkansas** departmental account. Please make payable to "University of Arkansas Libraries."

In-person payment for duplication services may be paid by check, or credit card with VISA, Mastercard, or Discover.

Requests totaling \$20.00 or less must be paid by check, or postal money order.

Charges exceeding \$20.00 may also be paid by credit card with VISA, Mastercard, or Discover.

Special Collections reserves the right to limit the size of duplication orders in whole or in part. We usually do not photocopy entire collections nor a complete series or project in larger collections. Photocopy orders are normally limited to 500 pages per month. Scanning orders are normally limited to 20 images per month. Exceptions to these policies require permission from the head of the department.

Copyright

Providing reproductions of material does not convey nor imply permission to publish or to duplicate material for others. Duplicates are provided for single research purposes only.

All services are subject to U.S. Copyright Law and established uses of University of Arkansas Libraries materials.

We reserve the right to refuse to accept any copying order, if, in our judgment, fulfillment of the order would violate copyright law or potentially damage the original materials.

For more copyright info: <http://www.copyright.gov/circs/circ1.html>

Credit line:

A proper credit/citation must always be given in the following form:

[Title or description of item]. [Name of collection, collection number, box number and/or item number]. Special Collections, University of Arkansas Libraries, Fayetteville.

Individuals who request the duplication of materials and use them in a publication, web site, display, performance, or distribution, etc., are responsible for assuring that proper

citation is given. A researcher who fails to meet this requirement may be denied further use of our collections and the matter may be referred to University Counsel.

To use material from Special Collections in a publication, web site, display, performance, or distribution, etc., first complete and submit a "Permission to Publish" request form.

Forms:

For photocopies from manuscript materials, complete and submit "Photocopy Request – Manuscript Material" form and the "Application for Research Privileges" form.

For photocopies from publications, complete and submit "Photocopy Request -- Published Material" form.

For a scan, please complete and submit "Scanning Request" form.

For other duplication, please complete and submit "Other Duplication Request" form.

To request permission to publish, display, perform, or distribute, please complete and submit "Permission to Publish Request" form. Also see schedule of publication fees.

Additional information

Deposit of copies (photocopies, photographs, digital files, etc.) in another repository is prohibited unless specifically permitted **in writing** by the Head of Special Collections, University of Arkansas Libraries.

Electronic files are saved as JPEG files unless other arrangements have been made.

On a case-by-case basis, if work-flow permits, we may arrange to send one to three small, low resolution images by email (generally requires payment of \$25.00 rush fee in addition to scanning fee).

Please allow up to two working weeks from the day we receive a request (and prepayment) for completion of order; this does not include postage time for mail orders. Large or unusual orders may require more time to complete. Rush orders may be arranged depending upon current workload and the size, condition, format, or quantity of the material to be duplicated.

Rush costs generally range from \$25.00 up to an additional 100% of the charges for the request.

We do not save files to previously used disks.

Personal Digital Cameras and Scanners

Personal digital cameras or flatbed scanners may be used in the Reading Room only with the permission of our reference staff. The items that you wish to photograph must be examined and evaluated for physical condition, copyright issues, and donor restrictions. Use of a flash or

other lighting, tripods, camera supports, or equipment that disturbs other researchers will not generally be permitted. Use of hand-held scanners is prohibited.

If you are planning a research visit to Special Collections and would like to know in advance whether we will approve your use of a digital camera or scanner, please submit a request to our department email address (SpeColl@UARK.edu) and let us know which materials you may wish to photograph. When you arrive, the Reading Room Supervisor will provide you with a card that must be included in each digital image. This card identifies the material as being housed at the University of Arkansas Libraries Special Collections. When you leave, you will be asked to provide a cd with digital files of the images you have photographed/scanned.

Images of materials housed in Special Collections must not be published, exhibited, included in a Web site, or otherwise publicly disseminated without permission of our department. For information on using Special Collections materials in publications, on Web sites, etc., please refer to our [Permission to Publish Request form](#) and the following "Publications Fees" page.

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