Louise Pettus Archives & Special Collections
Winthrop Students Reproduction Order

(Please read and sign the following before completing Side 2)

(Please Print)

Name: ___________________________________________ Date: __________________
Address: ________________________________________________________________

[ ] Please Mail   [ ] Will Pick Up In Office

E-Mail Address (optional): ________________________________________

Telephone: ___________________ (Patrons will be contacted ONLY if there is a problem with the order)

CONDITIONS

1) PAYMENT REQUIRED IN ADVANCE.

2) Only Archives staff process reproduction orders. The Archives reserves the right to limit or refuse to copy items that may be damaged by the reproduction process. The use of personal scanners or cameras is NOT allowed.

3) Reproduction orders usually require a minimum of one to two weeks. Some requests take longer to complete. The Archives reserves the right to recall any reproduction.

4) The Archives will waive digital image scanning fee for the first five (5) images. The fee is $1 per image after five (5).

5) The Archives cannot accept compact disks/ flash drives from patrons due to Winthrop’s security policy. The Archives supplies the compact disk at a charge of $2 per disk and is required for every digital image order. NO IMAGES WILL BE SENT VIA EMAIL OR THROUGH OTHER ELECTRONIC MEANS.

6) Patrons must seek permission for reproducing materials for use beyond private use, research, and educational purposes through written application to the Archives Director, stating the use to be made of the material. The Archives assesses a use fee for each image used in book, magazine, video, digital, internet page or any other format.

7) At its discretion, the Archives reserves the right to: limit the number of copies; restrict the use or further reproduction of any material; and to make surcharges for difficult to reproduce material. A professional Archives staff member must approve all reproduction orders.

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Libraries and archives are authorized, under certain conditions specified by law, to furnish a photocopy or other reproduction. One of the specific 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 in excess of “fair use,” that user may be liable for copyright infringement.

The applicant assumes all responsibility for questions of copyright that may arise in this copying and in the use made of the reproductions. No copyrighted material will be reproduced beyond recognized “fair use” without the signed authorization of the copyright owner. The institution reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By signing this form, the patron agrees: 1) not to use the image for any additional purposes other than those specified on this form, unless additional written permission is obtained from the Archives Director, 2) not to duplicate, transfer or manipulate the image, as any such action constitutes copyright violation, 3) not to remove any watermark or embedded credit line.

I hereby agree to the above conditions: ____________________________________________________________________________________________

Staff Initials: ________
Winthrop Students Reproduction Order Form (Side 2)

CHARGES (per page/image)

[ ] Photocopy ........................................................................................................................................... 25¢
[ ] Photocopy (bound materials; flat items larger than 8 ½ x 14”)................................................................. 50¢
[ ] Compact disk (required for digital images)............................................................................................... $2.00
[ ] Digital image (no scanning charge for first five (5) images)................................................................. $1.00
[ ] Audio Duplication Fee (includes compact disk)....................................................................................... $12.00
[ ] Black and White photographic print up to 8 x 10” (plain copy paper)....................................................... $2.00
[ ] Color photographic print up to 8 x 10” (plain copy paper)....................................................................... $5.00
[ ] Black and White photographic print up to 8 x 10” (photographic paper)................................................... $10.00
[ ] Color photographic print up to 8 x 10” (photographic paper)................................................................. $15.00
[ ] Use fee per image (for publication)........................................................................................................... $25.00

DESCRIPTION OF MATERIALS

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