

Maag Library Archives & Special Collections

Photocopying Policy

Introduction

Since our collection does not circulate, Archives & Special Collections maintains a photocopier for the benefit of researchers. It is located off the Reading Room, just inside the Archives office area.

Charges

A fee of \$.10 per photocopy is charged to researchers.

If the researcher holds a current Maag Library patron barcode:

- The fee is added directly to the patron's library record by an Archives staff member.
- The patron is instructed to pay for his/her photocopies at the Circulation Counter.
- The photocopies are given directly to the patron prior to any payment transaction.
- Delinquent charges will be handled by Access Services in accordance with their policies and standard operating procedures.

If the researcher does not hold a current Maag Library patron barcode:

- The fee is added to the Archives departmental barcode.
- A charge slip is completed by an Archives staff member,
- The charge slip is presented to the patron, who is then instructed to take the slip and his/her payment to the Circulation Counter in Access Services
- All photocopies will be held by Archives until the patron returns from the Circulation Counter with a paid receipt. Only then will any photocopies be handed over to the patron.

Self-Service Copying

All photocopying is self-service in nature. The only exception to this is when the physical condition of a book or document requires the special handling of an archives professional.

No archival documents/books will leave the department at any time.

Items that Cannot Be Photocopied

- Items considered too fragile or delicate.
- Documents that could be damaged through exposure to a photocopier lamp.
- Archival documents containing restrictions on use (such as those containing social security numbers, home addresses, and other private information).
- Items deemed too large for the photocopier (such as double oversized books).