

Reproduction Policy

Restrictions

- **Permission to reproduce does not constitute permission to publish.** Permission to publish materials in Special Collections must be approved by the Associate Director of Special Collections. To request reproduction, fill out the Reproduction Request forms provided by Special Collections.
- **Permission to reproduce will be determined on an item by item basis.** To protect and ensure the longevity of materials in Special Collections staff members may choose not reproduce materials if a form of reproduction will cause harm in any way to materials.
- **No more than 10% of any work will be reproduced.** (Title 17, U.S.C., in accordance with the Berne Convention for the Protection of Literary and Artistic Works).
- **No more than 10% or 200 hundred pages, whichever is less, of any manuscript collection will be reproduced.**
- **In House requests to reproduce materials will be received at noon, four, or at the completion of research.** (Requests received after 4:00 pm will be processed the next day.)
- **Special Collections Staff will conduct reproduction.**
- Requests consisting of 30 pages or less will be processed that day. Request consisting of 31 or more pages will require 24 hours or longer depending upon the amount of material and difficulty of reproducing that material. Scanning will require at least a week or longer depending upon the size of the request and/or availability of Special Collections staff.

Fee Schedule

Copies

- A flat rate of **\$5** will be charged for photocopies requested by mail or email that total 10 or fewer pages. Ten cent per page will be charged for overages. This rate includes shipping and handling.
- Copies requested in house will be made at a rate of **10 cents** per page.

Scanned Images

- Special Collections will scan images for research purposes at a cost **\$10** per image.
- Please allow at least a week for the reproduction to be completed.
- Request to be delivered by mail will have an additional **\$5** charge for shipping and handling.

Print Images

- Prints of most images are available at a cost of **\$10** for black and white and **\$20** for color.
- Please allow at least two weeks for delivery.

Video/Audio

- Video and audio material can be reproduced at a cost of **\$10** per item, with additional charges for shipping and handling
- Extra time will be needed to complete these reproductions. Contact Special Collections for an estimate of time.

Other Fees and Considerations

- Requests for rush orders (within 3 days) will have an extra fee of 100% of the total cost.
- A **\$5** shipping and handling fee will be added to mail orders.
- Students, faculty and staff of Georgia College are allowed a limited number of digital or physical reproductions at no cost provided the reproductions are for academic or Georgia College related purposes. This number will not exceed ten copies or 5 digital reproductions.