

Thomas Balch Library

Photocopying Policy

- Patrons may make photocopies of materials from monographs and serials. All copyright restrictions apply.
- Photocopying of manuscripts, including architectural surveys, archival materials and rare books, family files, vertical files, maps, and visual collections is done for patrons by TBL staff. Requests for copies will be filled in the order in which they are received. Due to limitations imposed by access to copy machines and staff time, same-day copying service may not be available. Copies will be mailed if the Library is unable to provide them to the patrons at the time of request. For additional information on reproduction of restricted materials, please refer to TBL's *Photographic Reference & Reproduction* and *Reference & Photocopy Fee Schedules*.
- Patron duplication of materials by methods other than photocopying, included but not limited to photography and personal scanners, is not permitted.

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified 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 for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.