

# **Maryknoll Mission Archives – Duplication Policy and Fees**

Duplication services are provided by the Maryknoll Mission Archives as an aid to researchers. Copies are not intended as substitutes for the experience of historical research. This policy addresses the rules and fees governing duplication of materials in the Archives.

## **Rules**

- All researchers requesting duplications of materials in the Archives must read this policy and agree to it in writing (see user agreement below) prior to requesting copies.
- Copies are made solely for the personal use of the individual researcher. They may not be sold, reproduced, transferred to another individual or organization, nor may they be loaned to or deposited in another library, archives, etc., without prior permission of the Maryknoll Mission Archives.
- Duplication in no way transfers either copyright or property right, nor does it constitute permission to publish in excess of “fair use” or to display materials. Separate written permission is required to quote from, publish or display any copied materials.
- Researchers themselves are prohibited from photocopying, scanning or photographing any materials in the Archives.
- All duplications of materials in the Archives will be made by an Archives staff member.
- Archives staff will review with the researcher the proper procedures for requesting duplication services.
- The Archives reserves the right to refuse to duplicate certain materials.
- The Archives reserves the right to deny duplication requests or restrict the quantity of copies. For example, duplication of an entire folder of material is generally not allowed.
- The Archives retains the right to ask for the return of copies when a researcher has completed their project.
- Payment for all copies must be received by an Archives staff member before the copies are released. Payment may be made either by cash or check payable to “Maryknoll Mission Archives.”

### **\*Warning Concerning Copyright Restrictions\***

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

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these 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.

The Maryknoll Mission Archives reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

## Fees

- **Photocopies**
  - \$0.25 per page
  - Double-sided originals are counted as two pages.
- **Digital files**
  - \$5.00 per file – new scans
  - \$2.50 per file - existing digital images
  - Digital files are provided as 300 dpi jpegs. Please consult a staff member for assistance if you have other format needs.
  - Depending on the number of digital files requested, they will either be emailed to the requester or burned to a CD.
- **Audiovisual**
  - \$5.00 per DVD
  - The Archives can make DVD copies of titles from our collection on VHS and DVD.
- **Audiocassettes**
  - \$5.00 per recording
  - Copies provided as .wav files on CD
- **Staff time** – \$10.00 per hour for staff time required to complete duplication requests in excess of one hour.

## User Agreement

I agree to use the copied material(s) **only for my private study, scholarship or research**. I understand that it is my responsibility to respect copyright laws, including obtaining permission from the copyright owner for any other use of the copied material(s). I will not duplicate the copied material without securing the permission of the copyright owner.

Furthermore, I agree to credit the Maryknoll Mission Archives in any work drawn from my use of the Maryknoll Mission Archives' historical materials and to provide the Maryknoll Mission Archives with a complimentary copy of any publication or production quoting, citing, or drawing from materials in the Maryknoll Mission Archives.

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Researcher signature

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Date