

# WESTMONT COLLEGE ARCHIVES REPRODUCTION POLICY AND FORM

This policy provides the parameters for reproducing items in the Westmont College Archives through the means of photocopying, scanning, digital photography, or publication.

## *Photocopies:*

1. Only material that will not be damaged through the duplication process will be copied.
2. Photocopying will be done by the requestor unless the materials need special care and attention.
3. Copies cost ten cents without a copy card or six cents with a copy card. Photocopying done by the archives staff will have an extra charge of 25 cents a page.
4. Restricted material will not be reproduced.
5. Reproductions must not be duplicated or made available to any other person or institution without written permission from the Westmont College Archives.
6. Reproductions are to be used within the definition of "fair use" under copyright law of the United States and are provided for research and study use of the grantee only.
7. It is not the policy of the Westmont College Archives to duplicate any published work in its entirety and there is a 100 page limit on all requests.
8. It is the responsibility of the person requesting copies to obtain use rights from the copyright holder.
9. Reproduction of non-print media will be duplicated only if the request is in accordance with the above regulations. It is the duty of the requesting party to secure permission from the producer or department of origin.

## *Photographs and Scanning:*

1. The Westmont College Archives will, from its holdings, supply photographs for publication or personal use. There is a limit of 30 images per request.
2. Original (single-copy) photographs will not be loaned out for use; if copies of original photographs are desired, the originals will be sent out to a photo-duplicating service or scanned for reproduction. Any costs for inter-negatives, rush orders, and the cost of the copies will be charged back to the requesting department, agency, or individual. All inter-negatives and photograph copies are and remain the property of Westmont College.
3. All photographs must be returned after use.
4. Copyright for a majority of the photographs in the Westmont College Archives is held by Westmont College. For the photographs which were not taken by employees of Westmont College, the copyright is held by the various studios or photographers. It is the responsibility of the requestor to verify copyright and gain permission for use on all photographs.
5. The photograph credit line should read as follows: **Photograph courtesy of the Westmont College Archives and/or "x" Collection, Westmont College (CA).**

### NOTICE CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, United States 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 reproductions. 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.

**If a publication results from the use of the Westmont College Archives, a copy of the publication should be deposited to the Archives. All conditions are understood and accepted. By this signature I assume full responsibility for any infringement of these conditions.**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# WESTMONT COLLEGE ARCHIVES REPRODUCTION FORM

Name: \_\_\_\_\_

Department or Address: \_\_\_\_\_

Department Account #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

- *All scans and copies of prints may be retained by the user but will not be reproduced or published beyond the initial request without seeking the permission of the Westmont College Archives.*
- *If a publication results from the use of the materials at the Westmont College Archives, a copy of the publication must be deposited therein.*

Item title/citation/date	Document type (paper, photograph, scan)	# of page, prints, or scans
<b>TOTAL COST</b>		

**FEE SCHEDULE:**

**-Photocopies**

- Self-service—cost incurred by researcher—but the photocopies still must be tracked on this form minus the total cost.
- Done by archives staff = 31 cents/page (6 cents for copies + 25 cent surcharge per copy)
- Limit of 100 copies per request

**-Prints**

- Cost of prints + shipping + \$5 surcharge per 15 photographs

**-Scanning**

- Cost of CD + \$5 surcharge per 15 photographs
- Limit of 30 images per request