

Walter P.
Reuther
L i b r a r y

Digitizing Services

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Digitizing Charges

All digitizing charges must be paid IN ADVANCE

| | |
|------------------------|-------------------------------|
| Digital imaging charge | \$0.25 per image |
| CD charge | \$1.00 each |
| Mailing CD | \$5.00 for postage & handling |

***Please note** that the Reuther Library **cannot ensure same day service** on digital image requests. Requests will be completed on a first come, first served basis.

***Please note** that images will be provided in electronic format only. Please also note that you will be charged for the number of images on the media card you turn in.

***Please note** that Reading Room pick up will be the default choice if patrons do not indicate whether the images are to be picked up or mailed.

***Please note** that completed orders left in the Reading Room in excess of four weeks will be regarded as abandoned and will be discarded. In such cases, the Library will not refund the cost of the images and CDs to patrons or apply the amount to future digital image requests, including reimaging of the discarded orders.

Digital Imaging Rules for Patrons

- Patrons recording images of Reuther Library materials must use digital media cards and/or digital cameras provided by the Library, and must surrender a driver's license/official state-issued ID or passport in order to use Library media cards or cameras. ID will be returned when the patron returns the digital media card and/or digital camera to the Archivist at the Reading Room Desk.
- Patrons will be responsible for taking digital images and recording information about the images on the Digital Image Request Sheet. The Library will process the images (including reformatting, resizing and watermarking images) and provide a CD with the images to the patrons. Patrons may provide their own CDs. Alternately, the Library may load digital images onto a USB thumb drive to upload directly to a patron's computer.

- Tripods and flashes are not allowed. Patrons may not download digital images directly to their laptops or any other portable device.
- Use of digital cameras on cell phones is prohibited in the Reading Room.
- Digital images are provided for personal research needs. This service does not in any way constitute or represent a purchase of the material or its contents. Some collections may have particular duplication restrictions under deposit or gift agreements.
- Digital images are for personal use only and are not to be transferred to another person or placed in another institution. The Library reserves the right to request the return or deletion of digitized images.
- The Library reserves the right to refuse to digitize certain fragile materials.
- Entire collections will not be imaged.
- The Library reserves the right to limit the amount of digital imaging a patron may request.
- Digital image requests are processed in the order in which they are received.
- Questions regarding these policies should be directed to the Reference Archivist.

Processing Digital Images:

- Digital images will be processed in batches of up to 200 images at a time. Once 200 images have been stored on the media card, turn in the media card to be processed. Image requests turned in less than 1 hour before the Reading Room closes will be processed the next business day.
- Images will be provided in electronic format only.
- Reading Room pick up will be the default choice if patrons do not indicate whether they will pick up their images or have them mailed.
- For patrons who have requested to pick up their images, completed orders left in the Reading Room in excess of four weeks will be regarded as abandoned and will be discarded. In such cases, the Library will not refund the cost of the duplication of images to patrons or apply the amount to future digital image requests, including reimaging of the discarded orders.

Copyright Notice: 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 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 duplication order if, in its judgment, fulfillment of the order would involve violation of copyright law.

BEFORE ANY IMAGES WILL BE RELEASED, THE FOLLOWING MUST BE READ AND SIGNED:

I have read and understand the Library’s digitizing policies noted above. The digital images requested are for my own use and will be retained by me, returned to the Library, or deleted. They will not be given to another individual or placed in another institution. Receipt of these digitized images does not constitute permission to publish. It is my responsibility to obtain such permission from the owner of the copyright.

Signature _____ Date _____