Rare Books/Special Collections Photocopy Request Form

Reader’s Name:  
Affiliation:  
Address:
Signature:

Rare Book Title:  
Volume (if multi-volume):
Page(s):
Special Requests (if any):

Call Number:
Chapter:
Publication Date (if known):

=====================================================================

Approval: Yes/No  Staff initials:  Reason:
Copied by:  
Number of pages copied: 

Date:  
Total Cost:  

=====================================================================

Guidelines:

Readers may request photocopies to be made of materials in Starr’s Rare Books and Special Collections. The request is subject to the approval of the library director and if the responsible librarian determines they may be copied safely. We cannot commit to specific dates for completion.

Photocopy services are available, at a charge. Unless otherwise arranged, reproductions may be made only by library staff. The fee for photocopies is $.25 per page and must be paid in cash only, and at the time of service. All fees are subject to change without notice.

Many items in the collection, and most bound materials, are too fragile for photocopying. The library reserves the right to limit the number of photocopies made, or to decline to make the requested photocopies. If approved, you will be notified when the materials are ready for pickup. Keep in mind that you may not request entire volumes to be copied. Please consult our Copyright Advisory Office if you have any questions about copyright.

To request microfilm orders or photography & digital reproduction, fill out and sign a Reprography Order Form (available online). Scroll down to the section, Starr East Asian Library Forms. Prices are as listed on the form. As in the case of photocopy services, these requests are subject to the approval of the library director and we cannot commit to specific dates for completion.

4/2009