

COPYING POLICY (Xerox/Photographic)

Georgetown University Library
Special Collections Division

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- 7) Credit must be given to Georgetown University Special Collections for all published material. Preferred citation form for manuscripts material:
Collection Name: Box # Folder #, Georgetown University Library, Special Collections Division, Washington, DC
- 8) A printed notice or complimentary copy of the exhibition, publication, film/television media in which the item(s) will appear must be sent to the Special Collections Division.
- 9) Copies (Xerox/photographic) from all manuscript collections, Georgetown University Archives, rare books and graphics must be pre-approved by the manuscripts librarian, university archivist, or rare books librarian, respectively.
- 10) Copies of extremely aged and fragile material will not be permitted. Copies from books and newspaper clippings that can be found elsewhere in the library will not be performed by Special Collections staff.

How to Mark Items for Copying

- 1) Staff must be notified if copies will be requested. It is the researcher's responsibility to indicate what items are to be copied and to ensure that the correct form (Xerox or photographic) accompanies the original material.
- 2) **PLEASE DO NOT REMOVE ORIGINAL MATERIAL FROM FOLDERS.** Use paper strips (provided by staff on request) to mark the selected items. Use one strip per item. Identify the item and **indicate collection name, box and folder number** on each strip. Place the strip **IN FRONT** of the item so that the strip is visible when the folder is replaced in the box. Folders and contents should not be left standing upright in the box. Box covers should be replaced securely on all boxes. **Be sure to indicate to staff which boxes contain copy orders and which boxes can be reshelved!**
- 3) Copy Policy forms for Xerox and/or photographic copy orders must be signed before orders can be completed.

How the Order will be Billed and Completed

- 1) Completion of orders is based on staff time and availability. **ORDERS WILL NOT BE COMPLETED ON A WHILE-YOU-WAIT BASIS.** Exceptions may be granted for requests of 10 pages or less if staff availability allows. Larger orders must be picked up at a later time or will be mailed. All orders will be mailed unless otherwise requested on order forms. The Special Collections Division is not responsible for damage or loss of copies sent by mail.
- 2) Orders are completed in turn with priority given to smaller orders of less than 100 pages. Bulk orders of 100+ pages will be completed at the rate of approximately 100 pages per month depending on staff availability.
- 3) Cost for Xerox copies: 25 cents per page for the first 100 pages of an order and 50 cents per page for each page thereafter. Payment for Xerox copies must be received by Special Collections BEFORE orders will be sent to researchers.
- 4) Cost for photographic copies: Please see the Gelardin New Media Center Price Guide. Billing for photographic copy orders will be directly from the Photographic Services Department of Georgetown University Library. Payment should be made according to instructions on the invoice.