

Archives Reference Services (ARS) staff will determine whether an item is suitable for photocopying. Some items, such as maps or bound volumes, may be too fragile, large, or heavy to be photocopied. When copies of these items are requested, ARS staff will suggest an alternate means of reproduction. Scanners and flash photography are not allowed. Patrons can submit a request form for permission to use photo-duplication equipment without flash or external lighting devices. An archivist can provide more information on this procedure.

ARS staff reserves the right to refuse to copy material that may be damaged by photocopying. Material cannot be photocopied if there are donor-imposed restrictions on reproduction, or if the original is owned by another repository.

Each patron registered in the Archives and Map Research Rooms is allowed a maximum daily limit of twenty-five photocopies at 50 cents per page. All copies are made by ARS staff using the patron's library card. Copies required in excess of this daily limit are available from the Photographic Services Department at 50 cents to \$1.50 per page, depending on the size of the copy.

All photocopy requests must be submitted to the desk by 4:20 PM. Archival materials are returned to the stacks at 4:30 PM.

Patrons identify materials for reproduction with photocopy markers, which are provided at each table in the Archives Research Room. Researchers note the pages to be copied on the markers, and then place them directly in front of the selected documents. Patrons may keep these markers and are urged to annotate them with a complete citation to the copied materials. Patrons should return the entire folder, box, or volume to the Research Room desk in order for the copies to be made.

Oversized materials (items larger than 11 x 17 inches) and bound volumes may be copied by Library staff using an overhead scanner. Same-day service is not available for oversized photocopy orders. Each patron is allowed a maximum of twenty-five scans at \$2.00 per page. Patrons submitting scanning orders exceeding twenty-five pages will be charged a \$25.00 service fee, plus \$2.00 per page. Copies may be picked up at the Circulation Desk, or shipped for an additional fee. Only paper copies will be produced. Scanned images will not be saved to a disk or transmitted by e-mail. If scanned images saved to a disk are required, please consult an archivist.

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 reproduction. One of those 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. The Library of Virginia reserves the right to refuse to make copies if, in its judgement, fulfillment of the order would involve a violation of copyright law.

Requests for permission to publish archival and manuscript records should be directed to Archives Reference Services.