

**University of Illinois
At Urbana-Champaign
LIBRARY**

**GUIDELINES AND FEES FOR THE REPRODUCTION & USE
OF LIBRARY MATERIALS**

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In setting forth these guidelines for reproduction and use, we affirm our commitment to supporting scholarly research and educational uses of our Library materials. The purpose of these guidelines and fee structure is to recover the costs of material and workmanship for reproduction, to recover our costs for extensive research by, or consulting with, our staff, and in the case of publication, to protect and support the scholarly uses of the University Library collections now and in the future. It is important to remember that reproduction for use is NOT a copyright permission to publish. Subject to U. S. copyright laws, users may need copyright permission from the copyright owner, as well as contracting with the University for the right to use the University's materials or copies thereof, since the University may not own the copyright even though it owns the materials in its collections. It is the user's responsibility to obtain any necessary copyright permission, which may be required for subsequent use of these materials or copies of these materials.

I. REPRODUCTION FEES

The Library charges reproduction fees to cover the costs of reproduction, to recover our basic labor costs, and when applicable to cover the costs of a preservation master. Some objects and images may require copy negatives. Reproduction fees are affected by the nature of the original material ordered as well as the user's desired end product. All negatives, originals, and other preservation masters remain the property of the Library and are not available for purchase. The costs associated with reproduction of materials may be found at the end of this document.

II. RESEARCH & SERVICES FEES

Fees may be charged for research services in those circumstances where Library staff are asked to assist in detailed reference and bibliographic queries. Each situation is different, but in general, the Library will assist all users at no charge in initial inquiries and gather enough information to provide both the user and the Library with an understanding of the amount of additional research that may be required to complete a research question. When available, graduate assistants may be hired at a cost of \$25 per hour to conduct detailed research. Estimates will be provided upon request. Payment must be made in advance, and any overpayment cannot be refunded. Payment for any photocopies made during research is in addition to the hourly fee. If graduate assistants are not available a fee of \$80 per hour will be assessed, including any fraction of an hour. These fees will not be assessed to any user prior to discussing the project with the user and obtaining his or her written agreement.

GUIDELINES FOR PUBLISHING REPRODUCTIONS FROM THE UNIVERSITY OF ILLINOIS LIBRARY COLLECTIONS:

1. The image or reproduction copy may be used once and only once for the purpose listed on the application form. Use on an end-paper or dust jacket or any other published use, either printed or digital, constitutes a separate use and must be applied for in writing. Any subsequent editions and/or different languages, etc., constitutes a separate use and must be separately applied for in writing. The fee for a separate use is the use fee currently in effect.
2. To credit properly, materials used from the Library collection must include a proper bibliographic citation from an authoritative style manual somewhere within the work. In addition, the following must be adhered to:

The basic credit line will note the specific collection or library where the item is located, along with the full name of the Library, e.g. *Rare Book and Special Collections Library, University of Illinois at Urbana-Champaign*. Additional proper bibliographic citations should be included to allow other researchers to locate the material.

For published materials, the credit line must appear on the same or facing page as the item, or in a Sources of Items/Illustrations section. Each individual item must be credited properly. Cover art should be acknowledged on the copyright page, in a Sources of Item/Illustration section, or on the back cover.

For web use, credit must appear either adjacent to the item or in a “Sources of Item/Illustration” section and must include a complete item-level URL for its University of Illinois at Urbana-Champaign Library location (to identify the correct Internet address, please request that information from your Library contact person.)

For exhibitions, credit must appear in the exhibition area, preferably directly below or adjacent to the reproduction. The credit must also appear within any print publications that describe the exhibit.

For films, filmstrips, and video presentations, the credit must appear within the “Sources of Item/Illustration” or “Credits” section of the production.

3. The Library must receive one complimentary copy of any published work, including CD-ROM, microcopy and electronic products, in which the material appears.
4. The reproduction must indicate, in an accompanying caption or label, any and all changes or alterations that have been made to the original copy, including cropping, tinting, or detailing.
5. No copy or facsimile of the reproduction copy is permitted, except as previously agreed to in writing.
6. In authorizing the reproduction of works within its collection, the Library does not surrender its own right to publish or grant to others the right to use items from its collections.

7. The Library reserves the right to limit the number of images or to restrict the use or reproduction of rare or valuable materials.
8. The Library reserves the right to refuse to accept a Request for Reproduction and Use of Library Materials if, in its judgment, fulfillment of the order would involve violation of copyright law or would harm the item in any way.
9. Any exceptions or modifications to the above conditions will appear on, and be considered part of, the letter of agreement with the University through its Library.

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Permission to examine manuscripts and materials, or the sale of a reproduction, is **not** an authorization to publish, distribute or broadcast, either in print or digitally.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions or use of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction, or loan the material itself. One of these specific conditions is that the photocopy, reproduction or material 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, reproduction, or material for purposes in excess of “fair use,” that user may be liable for copyright infringement.

If the texts or images in question are under copyright, permission to publish must be sought from the owners of the copyrights, typically the creator, the publisher, or the heirs to his or her estate. The Library may be able to assist in identifying the copyright holders. As noted elsewhere, the University of Illinois at Urbana-Champaign Library must, however, be cited as the source. It is not necessary to contact the Library about obtaining the University’s copyright permission to publish texts or images, unless the Board of Trustees of the University of Illinois is the copyright holder.

**REPRODUCTION & RESEARCH SERVICES
FEE SCHEDULE**

Scanning Services¹

Researchers may submit an order for scanning photographs or documents held by the University of Illinois Library. Images will be provided as grey scale or true color depending on color of original and user request. This service is provided subject to your agreement to our condition of use form. Files will be emailed or posted to a webserver for download. Time of fulfillment will be provided when the order is submitted.

Resolution/Format/Purpose		First image	Each add'l
PDF (provided for documents only)	private study/not for publication	\$3	50¢
72 dpi jpeg (photographs or documents)	student for course/thesis/dissertation	\$5	\$2
	private study; UIUC units (non-commercial)*	\$10	\$5
	web, non-profit entity	\$20	\$10
	web, for-profit entity	\$100	\$100
300 dpi jpeg (photographs or documents)	students; UIUC units (non-commercial)	\$10	\$5
	private study; non-UI user (not for publication)*	\$20	\$10
	publication/broadcast/exhibition, non-profit entity	\$50	\$25
	publication/broadcast/exhibition, for-profit entity	\$150	\$150
600 dpi tiff (photographs or documents)	students; UIUC units (non commercial only)	\$15	\$8
	private study; non-UI user (not for publication)	\$30	\$15
	publication/broadcast/exhibition, non-profit entity	\$50	\$25
	publication/broadcast/exhibition, for profit entity	\$200	\$200
As per request	advertising, promotional or other special use	Negotiated; minimum \$500.	
	Use by an officially authorized representative of an external organization where the materials are held on a funded contract	No charge, provided that ongoing support has been provided.	

* Study copies to be used for selection for potential publication will be watermarked. An unwatermarked copy will be supplied later for the difference between the watermarked and unwatermarked price at the resolution selected.

¹ Revenue generated by this service provides for the permanent conservation/preservation of the University Library collections.

Images burned to CD:	add \$10 per CD
Stitching or image correction	add \$40 per hour in 1/2 hour increments.
Rush	Inquire for availability; 50% surcharge on entire order.
Oversize	Request quotation; order completed by Library DSD Unit.

NOTE: The University Library cannot provide photo prints. Prints may be secured from a photo finishing service.

Research Services

When available, graduate assistants may be hired at a cost of \$25 per hour to conduct detailed research. Estimates will be provided upon request. Payment must be made in advance, and any overpayment cannot be refunded. Payment for any photocopies made during research is in addition to the hourly fee. If graduate assistants are not available a fee of \$80 per hour as per the University Library's *Guidelines and Fees For the Reproduction & Use Of Library Materials* will be charged.

Photocopy Services

Photocopy orders of specifically identified items are filled on a staff-available basis. During normal operations, up to 300 pages can be photocopied in one week for all users combined. When you submit an order, an estimate on time fulfillment will be provided. Prices below include copying, labor and shipping via first class mail. Items may be sent via Federal Express if you supply an account number or credit card to which the charges may be submitted.

Documents and photographs:

1-20 pages:

Domestic: No charge for non-brittle items. Otherwise as per below, with \$5 minimum

International: 30 cents per page; \$10 minimum

21-100 pages:

Domestic orders:	25 cents per page; \$5 minimum (letter size)
International Orders surcharge:	5 cents
per page; \$15 minimum (letter size)	
Larger-than-letter-size surcharge:	10 cents per page.
Brittle materials surcharge:	10 cents per page
Oversize maps and drawings:	request a quotation

Over 100 pages:

\$75 per inch of materials to be photocopied; a written estimate will be provided in advance plus the same per page surcharges noted above for international orders, larger-than-letter-size, and brittle materials. (Note that if payment is to be made by credit card, the card will not be

charged until the copying is completed, and thus your final charge will be based on the actual count of copies made. **No refund will be made for advance payment by check or money order.**)

Published and unpublished music:

One or more pages: 35 cents per page, minimum \$10 (legal size)

An additional fee will be charged if publication, broadcast, or performance is anticipated. Minimum fees are \$50 for a non-profit entity and \$300 for a for profit entity.

Audio/Audiovisual Reproduction Services

Duplication of formats for which Library has playback equipment: \$20, per original disk or tape (includes cost of media and postage.)

Other: Conversion of film, videotape, and audio formats where Library does not own playback equipment is at the price charged by the vendor, plus a \$20 service charge per 5 items.

In addition to the above, an additional fee will be charged if publication, broadcast, or performance is anticipated. Minimum fees are \$50 for a non-profit entity and \$300 for a for profit entity.

July 2006