

GUIDELINES AND FEES FOR THE REPRODUCTION & USE OF LIBRARY MATERIALS

The collections at the University of Illinois at Urbana-Champaign Library are available for the use of our students, faculty, researchers, visiting scholars, staff of the University, and members of the community. In general, materials in our collections are easily accessible by these groups, and may be reproduced for personal research or reference without seeking permission, provided that U.S. copyright laws are adhered to, that the cost of reproduction is borne by the user, and that the item being reproduced will not be damaged by general duplication. Special considerations apply for material that is rare or archival in nature, or that is intended for publication. Users should refer to the *Request for Reproduction and Use of Library Materials* form to determine how their particular use of material may be affected by this policy.

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. In some cases, fees may be assessed for one or all of the following: Reproduction, Research & Services, and Use for Publication. In instances when a vendor's services are employed to complete the work, separate invoices may be sent from both the Library and the vendor.

When publication or copies of materials from the collections of the University of Illinois at Urbana-Champaign Library is sought outside of a resource sharing agreement such as an inter-library loan, the right to use is granted under license agreement for purposes indicated in writing by the user and agreed upon by the University of Illinois. Conditions governing such publication are specified on a contractual agreement generated by the University Library and signed both by the user and a representative of the University Library. The University, through its Library, reserves the right to negotiate contracts for publication of its collections, the right to limit or restrict requests to use or reproduce materials in its collections, and the right to refuse to accept a request for use or reproduction of materials in its collection. Routine inter-library loan requests and transactions would not be covered under these guidelines and fees. Any questions with respect to the applicability of these guidelines and fees may be directed to the Library's Office of Collections at 217-333-0318.

It is important to remember that the above-described contract 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.

It is also important to remember that materials from the collections of the University of Illinois at Urbana-Champaign Library, as well as copies thereof, are provided on an "as is" basis and no warranty, express or implied, is made regarding accuracy, adequacy, completeness, legality, reliability, usefulness or origin of any materials or copies thereof.

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. Users should note that the Library's collections include a great number of objects, artifacts, and images in disparate sizes, conditions, and formats, thus affecting the method of reproduction. Some objects and images will require copy negatives, and others will not. Therefore, total 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.

Reproduction fees for many services are set by the commercial shop that does the work. Following are a list of reproduction services that may be handled by the Library or a shop outside the Library on its behalf. Ask a Library staff member for information on usual costs. A specific estimate or quote may also be requested.

- Negatives and Transparencies
- Digitizing & Scanning
- Black-and-White Prints
- Color Prints
- Still photography
- Microfilm, Microfiche
- Audiotaping
- Videotaping
- Photocopy
- Duplication service for Audio-visual materials

A **Processing fee of \$10.00** is assessed for processing agreed-upon requests for these reproduction services. A single request may include up to 5 items. Any item over 5 items initiates additional requests and service fees. Shipping costs are additional.

II. RESEARCH & SERVICES FEES

In keeping with past and current practices in the University Archives and in many research libraries around the world, 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. Costs for this additional level of service is \$80.00 per hour, 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.

III. USE FEES FOR PUBLICATION (Not a Copyright Permission Fee)

The Library policy on use of items from its collections requires that the researcher or entity absorb the basic reproduction costs, as noted above. The Library also charges a per item use fee for non-profit and for-profit publication of material, as noted here. **Please refer to the Copyright Permission to Publish note found at the end of this section with regard to contacting the copyright owner about any separate copyright publication permission fees.**

	For-Profit Entities	Non-for-profit entities
Editorial Use in published works	\$150.00	\$ 50.00
Video & film production	\$200.00	\$100.00
Advertising, other special use	\$500.00	\$250.00
Exhibition Use	\$150.00	\$ 25.00
Projection	\$ 25.00	\$ 5.00
Architectural drawings (full-Scale reproduction on bond)	<ul style="list-style-type: none"> • \$ 50.00 first sheet • \$ 20.00 thereafter 	<ul style="list-style-type: none"> • \$ 20.00 first sheet • \$ 5.00 thereafter
Dissertation or Thesis use	\$ 0.00	\$ 0.00
Non-publication use	\$ 0.00	\$ 0.00

[*n.b.* these are per item fees for publication use and are independent of any reproduction or research fees]

Certain conditions for publication must also be followed, including:

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 Manuscript 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 (see: www.library.illinois.edu to identify the correct Internet address or call 217-333-0318.)
 - **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. All loaned materials must be returned within 120 days of the date of receipt, unless other arrangements have been made in advance. Some items may require a curtailed loan period. There are charges for late returns, equal to the original use fees for publication, accumulating separately for each day the material is late. Subsequent requests may be denied on the basis of previous late returns.
 6. No copy or facsimile of the reproduction copy is permitted, except as previously agreed to in writing.
 7. 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.
 8. The Library reserves the right to limit the number of images or to restrict the use or reproduction of rare or valuable materials.
 9. 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.
 10. 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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IV. ORDER FULFILLMENT & DELIVERY

Processing of a request will proceed upon receipt by the Library of the REQUEST FOR REPRODUCTION AND USE OF LIBRARY MATERIALS FORM. Service response time depends on the amount of time it takes to find, identify, reproduce and deliver the requested item. Rush service may be available at the discretion of the Library and must be confirmed before processing begins. The cost for rush service is double the reproduction and use fees. When a vendor is used, the vendor’s decisions are integral to setting pricing and response time. Shipping is made via First Class mail, postpaid, unless special delivery is requested and paid for by the user.