

Associated Archives at St. Mary's Seminary & University

Archdiocese of Baltimore, St. Mary's Seminary & University,

and the Associated Sulpicians of the United States

5400 Roland Avenue • Baltimore, MD 21210

o) 410-864-4074 • fax) 410-864-3690

archives@stmarys.edu • www.stmarys.edu/archives

Photocopying/Scanning Policy and Billing Form

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Collection Name – Folder Description

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Please pay by cash, check, or money order made payable to Associated Archives at St. Mary's Seminary & University. Do not send cash via mail. Please mail payment to the Archives at the address shown above. Thank you.

Staff Use Only

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PHOTOCOPYING/SCANNING POLICY

Associated Archives at St. Mary's Seminary and University Archdiocese of Baltimore, St. Mary's Seminary & University, Associated Sulpicians of the United States

Federal Law and Copy/Literary Rights:

The Copyright Act of 1978 (PL 94-553) provides statutory protection for all writings from the dates of their creation, whether or not they are formally copyrighted. Generally, the term of copyright is the life of the author plus fifty years; however, the law also extends copyright protection until December 31, 2002 to all unpublished works now protected under common law. It is the responsibility of the researcher to obtain permission for the publication and commercial use of material not clearly in the public domain, as penalties for violation of this statute are severe.

- 1) Copies (photocopy) of published material without the permission of the copyright holder are restricted by federal law to **EXCERPTS** (not the whole) of books, articles, essays, etc., and to scholarly, non-commercial use only.
- 2) Copies of unpublished material, such as correspondence, all papers, and photographs from manuscripts collections, are permitted if the copy/literary rights to the collection have been transferred to the Associated Archives by the original owner or executor of the papers. For each collection, please check with the staff.
- 3) Copies of any published material from the Associated Archives are permitted. Copies of department/office files are prohibited without the written consent of the generating department/office and the Director of the Archives.
- 4) Deposit of copies in another repository is prohibited.
- 5) Written permission must be obtained from the owners of the copy/literary rights and from the Associated Archives for any publication or commercial use of the copies. The permission granted by the Associated Archives to use copies of material held in the Archives does not constitute and may not be substituted for permission from the owner of the copy/literary rights, which is the direct responsibility of the user to obtain.
- 6) A one-time user fee may be charged, based on a sliding scale, for the commercial use of each copy for a single, specified project only. Further use of a copy for another project/purpose requires a new application for permission and payment of additional fees.
- 7) 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 Associated Archives.

Procedure

- 1) Copies from all collections – Archdiocesan, Sulpician, and Seminary – as well as rare books and graphics must be pre-approved by the director of the archives.
- 2) Copies of extremely aged and fragile material will not be permitted. Copies from books and newspapers that can be found elsewhere will not be performed by the staff.
- 3) Copies are available in two formats: paper and digital as .pdf files. Please indicate format on the request form.
- 4) 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 accompanies the original material.
- 5) The amount of copying permitted is restricted by staff time and availability. Researchers are encouraged to select **NO MORE THAN 50 PAGES** for copying. Additional charges will be assessed for photocopying jobs more than 50 pages. The maximum number of pages a researcher can request is 500.
- 6) Completion of orders is based on staff time and availability. **ORDERS WILL NOT BE COMPLETED ON A WHILE-U-WAIT BASIS.** Exceptions may be granted for requests of 5 pages or less if staff availability allows.
- 7) **PLEASE DO NOT REMOVE ORIGINAL MATERIAL FROM THE FOLDERS.** Use paper strips (provided by staff on request) to flag selected items. Use one strip per item. Identify the item on the strip (for example, date and the # of pages from the document to be copied). Place the strip **IN FRONT** of the item and **SIDEWAYS** so that the strip is visible when the folder is placed back in the box. Be sure to indicate to staff which boxes contain copy orders and which boxes can be re-shelved.
- 8) This policy form **MUST BE SIGNED** before orders will be processed.

Photocopy/Scan costs and billing

1a) On-site researchers: photocopying/scanning: 25 cents per page. In addition, the following charges will apply to photocopying/scanning jobs larger than 50 pages:

51-100: \$10.00	201-300: \$30.00	401-500: \$50.00
101-200: \$20.00	301-400: \$40.00	

1b) Off-site researchers: In addition to the photocopying fees detailed above, there will be assessed a charge for requests from:

Secondary Material & Newspapers on Microfilm: \$5.00

Primary Material: 0-19 pages, \$10.00; 20-39 pages, \$20.00; 40-59 pages, \$30.00; and so on

- 2) The cost of postage and handling is assumed by the requestor.
- 3) The researcher will be notified by staff of the total charge when the request has been completed.