

Associated Archives at St. Mary's Seminary & University

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

and the Associated Sulpicians of the United States

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Photocopying/Scanning Policy and Billing Form

To order photocopies/scans, please complete Sections A through C below.

A) Photocopies made of items from the Associated Archives at St. Mary's Seminary & University collection(s) listed below are provided for the research use of _____ with the following understanding:

- All photocopies/scans made are for personal reference use only. Possession of a photocopy/scan does not constitute permission to publish or use it for commercial or non-profit projects. To publish or use a photocopy/scan from the archives' collections, a "Permission to Use" form must be completed and signed. The term "to use" includes, but is not limited to, print, film, video, slide presentation, television, computer or other electronic media, and exhibit formats.
- Photocopies are not to be duplicated.
- Photocopies are not to be deposited in another archives.
- The Associated Archives at St. Mary's Seminary & University is not responsible for damage or loss of photocopies sent by mail.

Signature: _____

(This form must be signed before order can be completed.)

B) Photocopies are requested for the items listed below:

Collection Name – Folder Description	RG/Box or Document #(s)
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C) Copies of documents/material are to be: ____ Paper ____ Digital

D) On receipt of payment, this order will be (circle one): **Picked up or Mailed**

Name: _____

Telephone (day): _____; e-mail _____

Mailing Address: _____

Subtotal: \$ _____ + Postage and Handling (if applicable) \$ _____ **TOTAL DUE \$ _____**

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

pages copied: _____ Cost (.25/page): _____ Additional fees: _____ Total: _____

Bill sent/Pick up call (date): _____

Payment received (date): _____

Copies sent/Picked up (date): _____

Check \$ _____ Check # _____ Cash \$ _____

Procedure

1) Staff must be notified if copies will be requested. A photocopying request form will be provided by the staff together with photocopying flags and instructions on how to identify material to be copied:

- Use a photocopying flag to identify items to be copied.
- Use one photocopying flag per item.
- Identify the item on the photocopying flag (ex., document number or date of document)
- Note any special instructions on the photocopying flag (ex., # of pages from the document to be copied). Photocopying flags will be stapled to paper copies.
- Place the photocopying flag in front of the item and sideways so that the flag is visible when the folder is returned to its box. Original material is not to be removed from the folder and the folder is not to be set outside the box.
- Indicate to staff which boxes contain photocopying flags and which boxes can be re-shelved.

2) Copies from the collections of the three sponsoring institutions as well as rare books and images must be pre-approved by the director of the archives. The director also reserves the right to restrict the copying of entire series of records. 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) The amount of copying permitted is restricted by staff time and availability. Additional charges will be assessed for photocopying jobs more than 50 pages. The maximum number of pages a researcher can request to be copied is 500.

5) Completion of orders is based on staff time and availability.

6) The photocopying request form must be completed and signed before orders will be processed.

Photocopying/Scanning 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 requester.

3) The researcher will be notified by staff of the total charge when the request has been completed.