



## Photo Duplication Policy

(Created August 2007; revised January 2011; July 2015)

### Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproduction of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purposes 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 use may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- Reproduction request slips and a Reproduction Request Form will be provided to researchers in order that they may indicate materials to be duplicated. All photocopies and photograph duplications will be done by Center staff. Patrons interested in using a personal camera should consult Center staff prior to use.
- Please allow 2 weeks for processing of photograph duplication orders.
- For photocopy orders, every attempt will be made to complete orders in a timely manner. Orders will not be completed on a while-you-wait basis. The normal turnaround time is 24 hours. Exceptions may be made for orders under 10 pages. Large orders may take longer.
- Pre-payment is required for all orders. Orders not placed at the Center are subject to a \$5.00 minimum charge.
- Orders under 100 pages and not placed at the Center may be received as PDF files. A service charge of \$10.00 will be included on PDF orders. Please allow 5-7 business days for PDF orders.
- Photocopies/PDFs are provided as a service for research purposes only. Reproductions are not to be transferred to third parties or other institutions.
- The purchase of photo duplications does not constitute a purchase of the material or its contents. Restricted collections or fragile materials may not be copied.
- The Center will not copy manuscript collections in their entirety and reserves the right to limit the number of photocopies made due to staff and time constraints. For published books under copyright, a maximum of one chapter or 10% of the total pages within the work can be copied. For periodicals, one article can be copied.



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- Permission to quote from unpublished materials or publish images from materials in the Amistad Research Center should be submitted in writing to the Director of Library and Reference Services, The Amistad Research Center, Tilton Hall, Tulane University, New Orleans, LA 70118.
- The Center may grant permission for one-time, non-exclusive use of the duplicated materials for publication, exhibit, film/video production, graphic arts or other display purposes, when the proposed use is specified and the image is suitably presented.
- In addition receiving permission from the Center, researchers must obtain any necessary permissions from the copyright holder.
- The Center is not responsible for any illegal or improper use of its materials, including infringement of copyright law.
- Any person, company, or organization not abiding by the Center's duplication policies, will be denied further duplication privileges.
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