



## WILLIAM READY DIVISION OF ARCHIVES AND RESEARCH COLLECTIONS

### COPYING/REPROGRAPHICS POLICY

#### POLICY

Copying of items is possible in most cases for personal research purposes. On occasion, duplication cannot be permitted because of copyright restrictions, possible damage to the book or archival material, donor restrictions, or other reasons.

In most cases, permission to copy does not convey permission to publish, broadcast or exhibit the copy. For details, see [Permission to Publish, Broadcast, or Exhibit](#).

You may order PDFs or photocopies of documents in the Reading Room or online by completing a [Copy Request Form](#). Copies will be made by Library staff.

#### ***Reprographic Options:***

##### **Self-Serve Copying**

In most cases, at the discretion of the Division's staff, you may use your personal digital camera to make copies of documents signed out to you in the Reading room. You must complete a Copy Request Form. Personal scanners are not permitted in the Reading Room without prior consultation with Division staff.

##### **PDFs and Photocopies**

Standard PDFs will be in colour; photocopies will be in black and white. Copies will be made by Library staff.

##### Price:

- PDFs and black and white photocopies (up to 11x17) - \$0.30 per page
- Colour photocopies (up to 11x17) - \$1.00 per page
- Orders of 50 pages or more will be charged for the cost of copies, plus \$14.00 per hour copying time.
- Shipping charges apply to photocopy orders, unless picked up in person. PDFs will be sent electronically at no charge.

##### Turnaround time:

- 1 to 10 copies - immediately, depending on staff availability.
- 11 to 50 copies - approximately 1-2 weeks, depending on staff availability.
- 50+ copies - to be evaluated on a case by case basis.

##### **High Resolution Scans**

Scans will be done at 600 dpi, tiff format, and delivered electronically. Further retouching, editing, or file conversion is not available. Copies will be made by Library staff.

##### Price:

- Standard high resolution scan - \$15.00 per image.
- Oversize (larger than 11x17) - \$40.00 per image.

Turnaround time:

- 1 to 5 scans - approximately 1 week, depending on staff availability.
- 6 to 10 scans - approximately 2 weeks, depending on staff availability.
- 11 or more scans - to be evaluated on a case by case basis.

### **Rare Book Copy on Demand**

A 300 dpi, pdf copy of a full book printed pre-1800, delivered electronically. Subject to the size and condition of the book. Copies will be made by Library staff.

Price and Turnaround time:

- Price: \$40 per volume
- Turnaround time: 2-4 weeks, depending on staff availability.

### **Special Media**

Copying of special media, such as slides, audio, video, etc., is normally by a 3<sup>rd</sup> party service. Researchers are required to cover all costs of reproduction, including delivery charges to and from the service providers. Prices and turnaround times can be provided on a case by case basis.

### ***Postage, Taxes, and Payment***

#### **Postage/Courier Charges and Taxes**

Charges will be levied on a cost-recovery basis for all orders either mailed or sent by courier to researchers. Orders will be subject to applicable taxes.

#### **Payment**

Payment information must be received *before* orders are started. Credit card numbers must be provided by phone, 905-525-9140 x22789, or by fax, 905-522-0691; attn: Research Collections. For the safety and security of your financial information, **please do not email credit card information**. A paid invoice will be issued to the researcher by the Business Office after the payment has been processed.

McMaster Library accepts credit card (Visa, MasterCard, and American Express) and cheque. For expedient and efficient service, credit card is preferred. Your information will be securely stored until processing and then destroyed, in keeping with University policy.