



## St. Cloud State University Archives Copy Policy

### Purpose:

The purpose of this policy is to ensure that archival materials survive to be used in the future without unnecessarily impeding present use. The policy is designed to cover the most common situations arising during archival research. Researchers with special requests are encouraged to discuss those needs with University Archives' staff, which will accommodate those requests whenever possible.

### Policy:

#### Copyright

### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States ([Title 17, USC](#)) governs the making of photocopies and other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction may not be "used for any purpose 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," the user may be liable for copyright infringement penalties. This institution reserve the right to refuse a copying request if, in its judgment, fulfillment of the order would constitute a violation of copyright law.

St. Cloud State University does not transfer any right to publish or reproduce material by providing reproductions of materials in University Archives,. **Any reproductions provided are "not to be used for any purpose than private study, scholarship or research."** If the user wishes to publish or quote any portion of materials provided by University Archives, it is the user's responsibility to secure permission from the relevant copyright holder/s, including in those cases where the copyright holder is St. Cloud State University.

### Conditions and Limitations

- University Archives reserves the right to impose limitations on the reproduction of materials due to the accessibility, condition and/or size of the materials requested, or due to donor requirements. Reproduction options include photocopy and digitization of print and photographic material. University Archives cannot create photographic prints.

- Reproductions will be made only by University Archives' staff. University Archives' staff will make copies available upon request when possible within a reasonable amount of time, subject to staff availability. University Archives reserves the right to limit the number of reproductions to be produced.
- The use of personal cameras, scanners, or copy devices owned by patrons requesting reproductions may be permitted on a case-by-case basis, depending upon feasibility and material preservation considerations.
- University Archives will not reproduce entire collections of records or books. For records reproduction, the permissible amount will depend on staff availability, the size of the request, and the purpose of the request. For a book, the permissible amount is 50 pages or 10% of the total work, whichever is less.
- Reproductions may not be subsequently duplicated, nor transferred to or deposited with another person or institution.
- Requests for reproduction of audio and video materials will be considered on a case-by-case basis.

**Cost**

- Any costs incurred for digitization and for physical copies will be the responsibility of the user. At the time this policy was created, photocopies are 25 cents per sheet.

**Other information**

- All paper copies will be stamped with "Copies Courtesy of St. Cloud State Archives".
- A copy of this policy will accompany each duplication order.

*Approved by University Archives Advisory Committee – April 5, 2012*

Approved by LRS Dean's Advisory Council: September 27, 2012

Last reviewed by LRS PPC: September 27, 2012

Last revised by LRS PPC: September 27, 2012