

Reproductions for Research Use Policy and Order Form

Purpose: This provides the current policy, price list, and order form for reproductions that will be used for research use only.

Policy

The Libraries and Archives (LAA) at the Autry can provide low resolution reproductions for research/reference use only. Reproductions are made by, and at the discretion of, the LAA staff.

- If photocopying or scanning jeopardizes the condition or stability of an item, the request will be denied
- LAA staff will abide by U.S. copyright and fair use laws
- All files will be provided as pdf or physical documents noted with Autry citation information
- LAA staff will not reproduce restricted material that may include, but not limited to, culturally sensitive content and confidential personal information
- Same day orders may not be possible for requests over 20 pages/images
- Completing reproduction requests is highly dependent on LAA staffing levels and, therefore, may take several weeks to complete or be cancelled due to unexpected staff changes
- For publication quality reproductions, please contact reproductions@theautry.org
- For audiovisual and sound recording reproductions or more information, contact the LAA staff at room@theautry.org

Price List

Type of reproduction	Price
Photocopies	\$1.00/page
Scans	\$2.50/image or page

Orders can be paid by credit card or check payable to the “Autry Museum of the American West.”

Orders to be mailed will be sent upon receipt of payment.

Additional fees:

Special handling fee: A \$20 fee will be applied to orders that require special handling. This includes, but is not limited to, reproducing fragile items, couriering items to off-site vendors, editing digital images, preparation of large orders (more than 20 items).

Postage: First-Class United States Postal Service fees will be added to all orders to be mailed.

Sales tax: Sales tax may be added depending on reproduction medium and/or California residency.

Storage devices: Cost of a CD, DVD, hard drive, flash/USB drive, or other temporary storage devices

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RESEARCH USE ONLY- Reproduction Order Form

Name of patron: _____

Address: _____

Phone: _____ Email: _____

TYPE OF REQUEST	TOTAL QTY.	TOTAL COST
Photocopy @ \$1/page		
Scans @ \$2.50/image or page		
Other (describe below):		
Subtotal (3402-06)		
*Sales tax (not applicable for out of CA.) (2240-00)		
Processing fee (3420-06)		
Postage (7200-06)		
TOTAL		

* Current CA. sales tax 9.5%

Orders can be paid by credit card or check payable to the "Autry Museum."

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WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions 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 specified conditions is that the photocopy or reproduction is not to 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,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Patron signature: _____ Date: _____

Library staff initials: _____ Date order completed: _____

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List of material requested. Please print clearly. Use additional sheets as needed.

Page 1 of

Title & page #/ Object ID#/ Desc.	Type of reproduction	Unit price	Qty.	Total cost
TOTAL				

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Page _____ of _____

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TOTAL				