Thomason Room Special Collections Department
Photocopy and Scan Policy

While we are happy to make copies and a small number of scans for our patrons, Special Collections reserves the right to limit the size of duplication orders in whole or in part. We do not have the staff capacity to facilitate copying entire books or collections. Photocopy orders are normally limited to 100 pages per month per individual. Scanning orders are normally limited to 20 images per month per individual. Exceptions to these policies require permission from the head of the department.

Procedures:

1. While we are happy to make copies, please be conscientious about the selections you make for your photocopy request. For instance, carefully mark which items or pages you would like to be copied by placing an acid-free book mark (available by request from the Special Collections staff) next to the desired item in the folder or in the book. Note which page or side you would like copied.
2. Please keep a reasonable number of copies per visit and even per week in mind. We have to use our staff time wisely.
3. Be sure to capture the bibliographic information for each book or manuscript you are copying by taking good notes. This is much easier than coming back to it later after the item has been re-shelved.

Notes:

1. Scans of large format or fragile materials may require extra time.
2. Copies of Walker and other county materials are subject to the regular fee of $1.00 per page (as per the policies of the Walker County Courthouse). This fee is payable to the copy center downstairs. The copy center will provide a receipt for patrons.

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