

**Manuscript, Archives, and Rare Book Library (MARBL), Emory University
REQUEST FOR REPRODUCTIONS**

Name _____ Phone _____ Fax _____

Address _____

_____ Email _____

Check one: Pick up Fax (10 pages or less) Email (if possible)
 Regular Mail (minimum charge \$5.00) Overnight Carrier

o Sign and date the Reproduction Agreement on the reverse.

.....
TYPE OF REPRODUCTION REQUESTED

- Photocopies** from **books** and other printed items -- use **space below**
 - Photocopies** from **manuscript/archival** collections -- attach **white** sheet listing items to be copied
 - Digital** reproduction or **photographic** prints -- attach **green** sheet
 - Audio/Visual** reproduction -- attach **blue** sheet
-

Description of Material to be Copied from Books or Printed Items (if any)

<u>Call #/Vol.</u>	<u>Author</u>	<u>Title</u>	<u>Page #s</u>
--------------------	---------------	--------------	----------------

STAFF USE ONLY

Date Promised _____		Sent by:
Date Completed/By _____		<input type="checkbox"/> U.S. Post
Onsite request: _____ x \$0.25/page \$ _____		<input type="checkbox"/> Truck mail
Offsite request: _____ x \$0.50/page \$ _____		<input type="checkbox"/> Campus mail/Dept. acct _____ (please attach completed Woodruff Library Copy Service Invoice)
Labor Charges (for orders over 100 pgs) 101-150 pp.: \$ 5 251-300 pp.: \$20	\$ _____	<input type="checkbox"/> Federal Express Acct # _____
151-200 pp.: \$10 301-350 pp.: \$25		<input type="checkbox"/> Fax # of pages _____
201-250 pp.: \$15 etc.		<input type="checkbox"/> Other _____
Shipping/handling: _____	\$ _____	
Rush fee: _____	\$ _____	
Subtotal for other reproductions _____	\$ _____	Deposit Paid \$ _____ Date _____
TOTAL _____	\$ _____	On-site / Remote _____

REPRODUCTION AGREEMENT

.....
Sign Below and return to: Research Services, MARBL
Robert W. Woodruff Library, Emory University
Atlanta, GA 30322-2870
Phone: 404-727-6887 Fax: 404-727-0360 Email: marbl@emory.edu
.....

Please make a reproduction, in the form indicated, of the material described on the reverse and on additional sheets, if any. I understand that, in accepting this service, I am bound by the following agreement:

1. MARBL reserves the right to set limits on the amount of copying it will undertake.
2. Researchers may not make their own copies or photograph MARBL materials. They may not bring scanners, digital cameras, video recorders or other duplication devices into the reading room. All reproductions will be made by MARBL's staff.
3. Reproduction of library materials will be made by MARBL **for use only in research and private study** by the applicant (except as noted below). Copies supplied may not be reproduced in full or in part. The applicant, without prior written consent of MARBL, may not place them at other repositories.
4. Only one copy will be made of any portion of a copyrighted work (including manuscripts material).
5. Excerpts from copyrighted materials may not be quoted by the applicant in his or her own work or elsewhere without permission of the copyright holder, except as allowed under the fair use guidelines of the copyright law (Title 17, USC). Reproduction of complete unpublished or copyrighted published works (whether in an article, book, film, website, etc.) requires the permission the copyright holder. The applicant is responsible for obtaining this permission prior to publication. In addition, if the applicant wishes to publish from manuscript materials held in MARBL, permission must also be secured from the Coordinator of Research Services. If the applicant wishes to publish from materials in the University Archives, permission to publish must be secured from the University Archivist. For commercial uses, an additional fee will be charged for each item used. Advance payment of publication fees is required. Applicant understands that certain uses may be subject to additional restrictions.
6. Proper acknowledgement shall be given for all materials used. In citing manuscript and archives materials located in this Library, the format is as follows: [identification of items, title of collection,] Manuscript, Archives, and Rare Book Library, Emory University.
7. The applicant agrees to pay the full cost of copies ordered, including labor charges, postage and handling, and other charges as applicable.
8. The applicant agrees to indemnify and hold harmless Emory University, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of the use of reproductions provided by MARBL.

**NOTICE
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 by 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 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 judgement, fulfillment of the order would involve a violation of copyright law.

37 C.F.R. §201.14

Ö Signed _____

Date _____

Manuscript, Archives, and Rare Book Library (MARBL), Emory University
REQUEST FOR REPRODUCTION OF IMAGES

NAME: _____

DATE NEEDED: _____ (Rush fees apply to items needed in less than 2 weeks.)

Ø PLEASE LIST ITEMS TO BE REPRODUCED ON THE REVERSE (IF APPLICABLE).

DIGITAL FILES (circle one): 72 ppi JPG 300 ppi JPG 400 ppi TIF

Sent by email (maximum of 5 images): _____ x \$ 5.00 = \$ _____

Sent on CD: _____ x \$ 5.00 + \$10.00 (per CD) = \$ _____

(Purchase of a CD is required when requesting more than 6 images
and 1 CD will hold approximately 50 JPEG images.)

FILE RESOLUTION ADDITIONAL CHARGE \$ _____

(File resolution higher than 400 ppi will incur a \$25.00 per file processing fee.)

PHOTOGRAPHIC PRINT (MATTE FINISH)

5" x 7" (color) _____ x \$15.00 = \$ _____

8" x 10" (color) _____ x \$20.00 = \$ _____

other _____ _____ x \$ _____ = \$ _____

LARGE ORDER ADDITIONAL CHARGE \$ _____

(if the total number of images is greater than 25, add an additional \$25.00 processing fee)

SUBTOTAL \$ _____

RUSH FEE \$ _____
(Surcharge equal to subtotal above for items needed in less than 2 weeks.)

TOTAL (Payment is required at the time the request is made.) \$ _____

STAFF USE: Order taken by: _____ Date taken _____

**Contact Teresa Burk (404-727-2332 or tburk@emory.edu)
for assistance with requests.**

Item List for Image Reproduction

 Researcher's Name

Item #	Coll.#	Collection Name	Box #	Folder	Item Description	Other Comments
A						
B						
C						
D						
E						
F						
G						
H						
I						
J						
K						
L						
M						
N						
O						
P						
Q						
R						
S						
T						
U						
V						
W						
X						
Y						
Z						