NAME__________________________________________________________________ DATE___________________
ADDRESS_______________________________________________________________      PLEASE MAIL
_______________________________________________________________       WILL PICK UP IN OFFICE
TELEPHONE _____________________ (Patrons will be called ONLY if there is a problem with the order.)

CONDITIONS

1. PAYMENT REQUIRED IN ADVANCE.

2. Copies can usually be made in 1 – 2 weeks. Microfilm orders require longer.

3. Copying is handled by the Library staff because of the age, condition, and rarity of most of our collections. The Library reserves the right to limit or refuse photocopying of items such as bound newspapers and any other materials that may be damaged in the process.

4. Special permission for reprinting, reproducing, or extensive quotation from rare books or manuscripts must be obtained through written application to the Director, stating the use to be made of the material.

5. The Library does not sell photocopies, but merely performs the service of copying. The fee paid is exclusively for such service. The Library reserves the right to recall all photocopies within a stipulated time.

6. All responsibility for questions of copyright and literary rights that may arise in this copying and in the use made of the copies is assumed by the applicant. Copyright materials will not be reproduced beyond recognized “fair use” without the signed authorization of the copyright owner.

7. The Library reserves the right, at its discretion and without explanation: to limit the number of copies; to supply a positive film instead of a negative; to restrict the use or further reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty. Photoduplication orders must be signed by a Library staff member before copies can be provided.

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This institution reserves the right to refuse to accept a copy order if, in its judgement, fulfillment of the order would involve violation of copyright law.

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(Patron signature)

Staff Initials____________
South Caroliniana Library—Copy Services Order Form, Side 2

CHARGES

☐ Photocopy (print size up to 8 ½ x 14")……………………………… .35¢
☐ Photocopy (for oversize or telephone/mail order)……………………………… .50¢
☐ Duplicate microfilm from SCL productions only (per roll)………… $25.00 (silver positive)
…………$12.50 (diazo)

Note: A postage/handling charge applies to all orders mailed by the Library, based on size and number of copies. For microfilm duplication orders, there is a flat mailing fee of $3.00 for up to three rolls, and $1.00 per additional roll.

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For SCL Use Only

CHARGES
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Operator Initials__________

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Total Charges
☐ Prepaid ☐ No charge

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Date_______________