(Please print)
NAME__________________________________________________________________ DATE___________________
ADDRESS_______________________________________________________________  PLEASE MAIL Y
_________________________________________________________________________ WILL PICK UP IN OFFICE Y

TELEPHONE ______________________ (For use ONLY if there is a problem with the order.)

CONDITIONS

1. PAYMENT REQUIRED IN ADVANCE. Copies can usually be made in 1 – 2 weeks. Staff constraints make it impossible to call patrons when their orders are ready.

2. Personal scanners and digital cameras are NOT allowed. Scanning 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 reproduction of items such as bound newspapers and any other materials that may be damaged in the process. Photographs will be scanned ONLY if there is a surrogate copy available. Traditional photographic reproductions still produce much higher-quality copies than do scanned images. CD burning is not available.

3. 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. 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.

4. The Library does not sell copies, but merely performs the service of copying. The fee paid is exclusively for such service. Scanning prices are higher than those for photocopies due to its labor-intensive process. The Library reserves the right to recall all scanned copies within a stipulated time. The Library reserves the right, at its discretion and without explanation: to limit the number of copies; to restrict the use or further reproduction of rare or valuable material; to make special quotations on material involving unusual difficulty. Digital reproduction orders must be signed by a Library staff member before copies can be provided.

NOTICE RE COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright materials. Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specific 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 in excess of “fair use,” that user may be liable for copyright infringement. 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.

By signing this form, the patron agrees: 1) not to remove or crop the embedded credit line in each digital image, 2) not to duplicate or manipulate the digital image, as any such action constitutes copyright violation, 3) not to use the image for any additional purposes other than those specified on this form, unless additional permission is obtained from the Library director.

I hereby agree to the above conditions: ________________________________________________________________

(Patron signature)

Staff Initials ____________
**CHARGES**
An initial flat fee of $5.00 applies to each order, with an additional charges:

Bond paper (print size up to 8 ½ x 14”)……………………………………$0.50 per sheet
Photo-quality paper ………………………………………………………$3.00 per sheet
Scan to disk (patrons must provide new, empty disks)…………………$10.00 per image

**Postage/handling fees**
Orders on bond paper: use .50 photocopy order chart
Orders on photo-quality paper: 1-3 pages - $2 flat fee; 4-10 pages - $5 flat fee; over 10 pages - $10 flat fee
Orders on disk:

**NOTE:** A use fee may also apply if items are to be published. This includes the internet.

**DESCRIPTION OF MATERIALS (Specify number of pages per item, and if the title page is to be copied):**

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

---

**For SCL Use Only**

<table>
<thead>
<tr>
<th>CHARGES</th>
<th>PRODUCTION OF COPIES</th>
<th>DELIVERY OF COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of copies</td>
<td>Operator Initials</td>
<td>Staff Initials</td>
</tr>
<tr>
<td>Total Charges</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Y Prepaid</td>
<td>Y No charge</td>
<td></td>
</tr>
</tbody>
</table>

[For South Caroliniana Library—Digital Reproduction Order Form, Side 2]