

Copy and Camera Policies

Photocopies

Photocopy services are available to both on- and off-site researchers subject to the following conditions:

On-site

1. A photocopy request form is required for all photocopy orders except for those copies made from microfilm or fiche; the form can be found at the Reference or Restricted desks, and at tables in the Restricted area. Material to be copied should be turned in, along with a photocopy form, at the Restricted desk.
2. The fee for on-site photocopy orders is 50/cents page. Payment is made at the Front Desk and photocopies are received upon receipt of payment.
3. Photocopies from microfilm or fiche are self-service. Payment is made at the Front Desk upon exiting.
4. Photocopy requests of manuscript collections or fragile materials of over 40 contiguous or nearly contiguous pages, or a substantial portion of a work or collection that is in poor physical shape, loose leaf, or unpublished, may need to be serviced as a mass digitization request rather than photocopies and will not be available on the same day. Please speak to Reading Room staff about large requests for an evaluation. Most published books do not fall under this mandatory service policy.
5. Parchment documents and many oversized books and graphics (such as scrapbooks, manuscript volumes, maps, blueprints, atlases) and fragile books may not be in appropriate condition to be photocopied. Requests for photocopies of such materials may be serviced as a digitization order or denied for reasons of visual detail, color, or preservation of the materials at staff discretion. Please speak to Reading Room staff about whether the documents or books in question can be photocopied.
6. Requests for same-day service must be submitted no later than 4:45 p.m. (7:45 p.m. Wednesdays).
7. Prepayment for large photocopy and mass digitization orders is required.

HSP will try to complete copy requests in the same day they are submitted. If same-day service is not possible, your photocopies will be mailed.

Off-site

1. With an exact citation, HSP can provide a low-resolution color PDF or photocopy to be used for **research-purposes only**.
2. The reproductions rate for PDFs/photocopies is \$1.50/image. In addition, a storage fee is charged for each folder, box, or volume that is digitized. The storage fee is \$15 for the first folder, box, or volume and \$10 for each subsequent one. An additional shipping fee may apply.
3. When submitting a copy request, please provide as much citation information as

possible, including a title, author, publication date, and page number(s). For manuscript letters and other original documents, please include authors or correspondents, date, and collection references. Items that are not easily identifiable will be referred to our [Research by Mail](#) ^[1] service.

4. To submit a copy request, please contact the [Rights and Reproductions](#) ^[2] department at rnr@hsp.org ^[3].

Rights Statement

Photocopies and digital images are for research purposes only.

Title 17 (the copyright law) of the United States Code governs the reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy. Specifically, the photocopy 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 for purposes in excess of this “fair use,” that user may be liable for copyright infringement. Users assume all responsibility for questions of copyright and invasion of privacy that may arise from copying or in the use made of the photocopy. HSP reserves the right to deny a request for photocopying. Copyright is not conveyed with photocopying. Further usage of photocopies, including but not limited to quotation, publication, exhibition, distribution, or reproduction (in digital format or otherwise), must be negotiated with HSP and additional charges may apply. By providing photocopies and/or granting use rights, HSP does not absolve users of materials from securing permission from copyright owners. The researcher is responsible for obtaining permission from copyright owners, if necessary, and paying any applicable licensing or usage fees. Researchers must not permit others to reproduce the photocopies obtained at HSP.

Cameras

The use of film or digital still-image cameras is permitted in the library at no additional cost. The use of cameras is subject to the following conditions:

1. Only still cameras may be used. Video cameras and scanners are not permitted. A template, which should be included in each frame, is provided.
2. Photographs must be taken only with available light; flash equipment is prohibited. The “shutter sound” on digital cameras should be turned off.
3. Tripod use requires consultation with staff. Permission to use a tripod will be granted or denied depending upon the size of the tripod, the size and condition of the materials, and conditions in the reading room on the day in question.
4. Each item photographed must be listed on the reverse side of the Camera Permission Form. The form must be countersigned by Reading Room staff at commencement and conclusion. The signed form and template must be turned in at the Front Desk before leaving the building.
5. HSP reserves the right to limit or deny the photographing of materials in our care for conservation, preservation, and privacy reasons.
6. Restricted and Closed Stacks materials must be photographed in the area designated for the use of those materials.
7. Permission to photograph is for research purposes only. HSP does not grant permission to publish or publicly distribute any patron-captured photographs taken with handheld

cameras and available light. High-quality digital images and permission to reproduce, publish, exhibit, or distribute HSP materials must be obtained prior to publication or distribution of any kind (print or electronic formats) from HSP's Rights and Reproductions ^[2] department. To submit a rights request, please contact rnr@hsp.org ^[3]. Note that reproductions and/or usage fees will apply.

8. The researcher is responsible for obtaining permission from copyright owners, if necessary, and paying any applicable licensing or usage fees. Under copyright law of the United States (Title 17, U.S. Code), libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works, or to allow the reproduction, for the purpose of private study, scholarship, or research, under "fair use" provisions. Any other use of the reproduction may make the user liable for copyright infringement. By allowing photographs and/or granting use rights to publish, HSP does not absolve users of materials from securing permission from copyright owners, as well.
9. Researchers must not permit others to reproduce the photographic or digital images obtained/created at HSP.

Links

[1] <http://hsp.org/collections/library-services/research-by-mail>

[2] <http://hsp.org/collections/library-services/rights-and-reproductions>

[3] <mailto:rnr@hsp.org>