



Archives & Special Collections (A&SC) Scanning-Photocopying Policy & Procedure

- All scanning will be performed by A&SC staff members and only for material obtained from the A&SC collections.
- Photocopying may be done by patrons depending on the material's condition.
- The A&SC reserves the right to NOT make scans or copies of fragile material. If in the opinion of the A&SC staff, scanning/copying will harm the original in any way, the A&SC staff can deny a (scan) request.
- The procedure for requesting a scan or photocopy is as follows:
 1. The A&SC staff will only scan/photocopy public domain material or material that does not have currently enforced copyright restrictions. The A&SC staff will only scan/photocopy copyrighted material if the requestor provides written consent of the copyright holder.
 2. Requestors need to fill out and sign the bottom of this form stating, they agree to the policies and procedures; that they understand and are responsible for following copyright rules and they will properly cite the images, whenever necessary. In order to use a non-copyrighted image in a publication, the requestor needs to get written permission from the A&SC staff. Sample Citation:
[Item, Folder#], [Collection Title], University Archives and Special Collections, J. Eugene Smith Library, Eastern Connecticut State University. Used with permission.
 3. Scan/copy requests of 5 or more images need to be submitted at least 5 business days ahead of time, and turn around is subject to staff scheduling. Emergency requests are not available. Please allow 5-10 business days for the request to be completed. Large requests make take longer than 10 days to complete.
 4. Once the request is complete, the A&SC staff will call the requestor to let them know the scans/photocopies are ready to be picked up at the A&SC. Scans/copies can be picked up during regular business hours or mailed. Please do not contact A&SC staff as to the status of your order before the 10 working days.
 5. All scan requests will (can) be scanned onto a requestor supplied storage device. (USB recommended) It will be the responsibility of the requestor to duplicate the images/photos (color copy, photo copy) as needed.
 6. All scans will be scanned to a maximum of 300 dpi, and it is the responsibility of the requestor to do any cropping or image adjustments.
 7. All photocopies will be done in b/w, in original size unless otherwise specified in advance.



J. Eugene Smith Library

Eastern Connecticut State University

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Name of Requestor: _____ Date: _____

Accepted By: _____ Date of Acceptance: _____

Phone Number: _____ Email: _____

Requested Item(s):

By signing this form the individual agrees to follow the scanning policies and procedures of the A&SC and agrees not to hold the university responsible for any copyright infringements. The individual agrees to properly cite all use of images and agrees to comply with copyright rules.

Signature of Requestor:
