

Jones Memorial Library
Policy on Reproduction of Materials

Photocopying Services

Staff-assisted photocopying is available for materials not restricted by copyright, donor agreements, or physical condition.

- **Standard photocopies:** \$0.25 per page
- **Typical turnaround:** Same day for requests under 25 pages

Digital Scanning Services

Standard-size documents may be scanned and provided digitally via email or USB drive.

- **Digital scans:** \$5.00 per item (available in 200, 300, or 600 dpi)
- **Typical turnaround:** 5-7 business days for requests under 25 pages

Oversize and Architectural Materials Scanning

The library provides in-house scanning for architectural drawings, maps, and other oversize materials using our wide-format scanner.

- **Base fee:** \$25.00 per request (due in advance)
- **Per-page fee:** \$10.00 per page scanned
- **Typical turnaround:** 10 business days

A Copy Agreement must be signed for all architectural materials.

Personal Photography

Researchers may photograph materials for personal research purposes with staff permission. Professional photography, photography for re-sale and for commercial usage is not permitted.

- No flash photography (flash damages materials)
- No tripods or lighting equipment without prior approval
- Materials must remain flat on table; personal cameras/devices only

Copyright and Restrictions

Permission to reproduce materials does not transfer copyright. Researchers are solely responsible for determining copyright status and obtaining necessary permissions before publishing or publicly displaying library materials.

The library reserves the right to refuse reproduction of:

- Materials that are too fragile or damaged
- Materials restricted by donor agreement
- Materials protected by copyright without proper authorization

Required Citation

All publications, exhibitions, and presentations using library materials must credit Jones Memorial Library as follows:

"Courtesy of Jones Memorial Library, Lynchburg, Virginia"