



DUPLICATION SERVICES AND USE POLICIES

Standard Photocopy Charge for Historical Materials:

\$0.20 per copy for 8.5 x 11

\$0.20 per copy for 8.5 x 14

\$0.30 per copy for 11 x 17

Mailing and Handling Charge:

\$2.50 per package if there are fewer than 50 photocopied pages

Charges increase proportionately for orders in excess of 50 copies

Charges for international mailing depend upon specific destinations

Payment must be received before any materials can be sent

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The library will scan and e-mail up to 10 pages to a user for free. Anything over ten pages will have a \$.10 per page charge applied. The policy on publication still applies to these digital copies, and a user will have to file a Request for Permission to Publish, Exhibit or Broadcast form before publishing. A user should always follow archive procedure policies even when they are not visiting the collection in person.

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