

Binghamton University Special Collections & University Archives Duplication Policies

To assist scholars and patrons in their research, Binghamton University Libraries' Special Collections will reproduce select collection materials in compliance with donor stipulations and fair use guidelines of United States copyright law (Title 17, U.S. Code).

What we can reproduce

Materials in our collections are often rare, fragile and/or irreplaceable. Photoduplication of these items requires careful handling to prevent damage from physical misuse, exposure to light, etc. Reproductions are performed by Special Collections and library staff, trained in the use of scanners and cameras that are designed to minimize potential damage. Patrons, upon request, may receive permission to use a non-flash camera to create images of materials, please see the [Policy on Digital Camera Use](#). Hand-held copiers and scanners of any kind are not permitted.

Orders that are large, complex, or have vague location information require time-intensive research and data collection by library staff. Reproduction requests are priced accordingly. Our duplication policies are a result of our attempts to balance the needs of our researchers with our responsibility to be good stewards of our collections.

Special Collections reserves the right to refuse reproduction of its holdings and to impose such conditions as it may deem advisable in its sole and absolute discretion in the best interests of the Libraries.

The Duplication Process

Duplication is carried out by Special Collections staff members. When duplication satisfies Fair Use guidelines for copyrighted material, Special Collections reserves the right to select the reproduction process based on the physical condition, size, type, and quantity of material and availability of staff resources.

Patrons must allow for turn-around time as large or complicated orders may take longer. These more complex jobs may also be subject to additional fee(s).

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Permission to consult or reproduce manuscripts does not imply copyright permission and does not constitute authorization to publish them. Applications to publish facsimile reproductions of items from the collections of Special Collections must be made via the Permission to Publish form available upon request.

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Duplication Request forms are reviewed by a member of our professional staff. Special Collections reserves the right to refuse to duplicate materials on the basis of copyright concerns, privacy, or condition. Billing is done by the Libraries' Accounting Office.

NOTE: PAYMENT IS REQUIRED BEFORE REPRODUCTIONS WILL BE PROVIDED TO PATRON OR BEFORE PUBLISHING IS ALLOWED.

Rev. 08/21/23