



# Martha's Vineyard Museum

## Photocopying and Scanning Policy

All photocopying decisions are made on a case by case basis by the staff at the Gale Huntington Research Library. The staff reserve the right to refuse to process some photocopying requests. In assessing a photocopy request, staff has to consider the material's physical condition, copyright restrictions, as well as any possible donor restrictions. Photocopying rules and regulations are posted in the reading room and at the copier.

Reproduction of our holdings is a service that we provide under the following conditions:

- a. MVM will allow the photocopying of documents or images in good condition. Some items may not be photocopied due to fragility, deterioration, bindings, or other conditions.
- b. Restricted materials will not be copied.
- c. The charge for photocopying is \$0.25 per copy.
- d. For long-distance requests (email/phone/telephone requests), staff will provide a page count and a cost estimate for both copying and postage charges. The patron must then mail in a payment to the Library. Once the payment has been received by the Library staff, the photocopied materials and a receipt will be mailed to the patron.
- e. Photocopy requests will only be processed by qualified staff at the Library. Materials may not be removed from the Library for special copying.
- f. Copies of documents will only be made for the personal use of the individual researcher requesting them. Reproductions are to be used within the definitions of "fair use" under the copyright laws of the United States. Copies are only intended to be used for research and study and not to be sold or recopied. It is the responsibility of the person requesting copies to obtain use rights from the copyright holder.
- g. Photocopies obtained at the Huntington may not be deposited in other archives or libraries without written consent from the MVM librarian/archivist.
- h. Photocopying requests will be denied by the library staff if it is determined that a patron's photocopying order will violate the copyright laws of the United States. No more than 25% of a book will be copied, with a maximum number of 100 pages.
- i. Scanners are not permitted in the reading room.

- j. Cameras and digital cameras may be used in the reading room only after obtaining permission from the MVM librarian/archivist. However, no cameras with flashes can be used anywhere in the reading room or exhibition space.
- k. Duplication of material by the Library does not constitute permission to publish. The patron will have to submit a formal request to use these materials in any publication. Moreover, the patron is expected to formally acknowledge the Martha's Vineyard Museum in any publication that uses materials drawn from the repository.
- l. If a published article or book results from the use of materials drawn from the MVM's holdings, a copy of the publication should be deposited in the Gale Huntington Research Library and Archives.