

## PHOTOCOPYING GUIDELINES

Photocopying can be one of the most damaging forms of use to which materials are subjected. In order to preserve our collections for future researchers, we have set up the following guidelines for photocopying of our materials.

Because of the variety of materials in the research collections of the Chicago History Museum, there are different methods for requesting photocopies of different media. Please see a Rights & Reproductions staff member who will assist you in completing your photocopy order. We will provide a registration form and flags to mark each item.

***All copying is done by the staff.***

***The service is not available on demand.***

***We reserve the right to refuse to copy materials that may be damaged in the process.***

(See below for limitations)

<b>Number of pages</b>	There is an upper limit of 50 pages per bound volume (book, journal, etc. <i>Additional pages from the same book or volume may NOT be requested for photocopying at a later time</i> ). The staff reserves the right to reduce the number of copies if the book is too fragile for photocopying.
<b>Size</b>	If the item is <i>larger</i> than 11" x 17" and <i>greater</i> than 2" in depth, it will not be copied due to the limitations of our equipment.
<b>Condition of paper</b>	If the paper is too brittle, otherwise fragile, and portions may be lost or damaged during the copying process, photocopies will not be made.
<b>Fold-outs</b>	As it is sometimes impossible to support an item while positioning a fold-out for copying, and damaging in most to all cases, we do not copy fold-out maps, prints, pages, etc.
<b>Tight bindings</b>	The patron will be notified if the bindings are so tight that the text will be lost during the copying. If they still wish to have the copies made, they need to be aware that the binding will not be forced open.
<b>General condition of the book</b>	If the binding is fragile, pages are loose, or the book is in similarly delicate condition, the staff will make a conservation decision and refuse to make any copies from that item.

***Please Note: Photocopies will NOT be made of city directories, newspapers, scrapbooks, maps, color photographs, and original photographs created prior to 1900.***

***All copies are in black and white.***

The charge is 50¢ per page for textual materials and 75¢ for graphic materials. When mailing photocopy orders, there will be a postage charge in addition to the photocopy fees.

Photocopy requests turned in before 12:00 should be completed at 1:30. Photocopy requests turned in before 3:00 should be completed at 4:15. We can not guarantee these times. If a later date or time is acceptable, please mention it to the staff.