Westfield State University Archives
Photocopy and Scanning Policy and Procedures

Introduction:

Photocopy and scanning services are a convenience and not necessarily an essential component in access to information. Without placing reasonable limitations on this privilege we endanger the continued preservation of our material and therefore defeat our goal of providing access for future generations. In providing photocopy services, we recognize that today's use must not preclude tomorrow's use. Your cooperation in recognizing this goal is greatly appreciated.

Policy:

Patrons are limited to 10 photocopies/scans per day. The only exception is for individuals conducting University business as directed by their supervisor. This limit helps keep the equipment available for others and for regular office use. More importantly, it also prevents excessive handling of materials, and the resulting degradation over time.

Procedure:

All photocopying will be done by University Archives staff. To request photocopies or scans, please fill out the “Archives duplication request form”, describing the documents you wish to copy. This helps us determine whether handling of the requested materials is appropriate and determine a reasonable time for completion of the photocopying.
Westfield State University Archives
Request for Duplication

Please indicate form of Duplication:
( ) Photocopy
( ) Photograph
( ) B/W Size:____________
( ) Col. Size:____________
( ) Transparency
( ) Digital File
Specs:__________________
( ) Other:_________________

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I have read the above restrictions.
_________________________________ ____________________________
Signature Date

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