PHOTOCOPY REQUEST FORM

The W.S. Hoole Special Collections Library The University of Alabama

For pickup – Date:
Name:
Notified? Staff initials

All photocopying requests are completed by Hoole staff – because of the nature of our holdings, we do not have public copiers. Copying is at staff discretion based on condition, copyright, or confidentiality issues.

Fees:	Black and White:	Color:
	25 cents per page (letter, legal)	1.00 per page (letter, legal)
	50 cents per page (folio – 11x17)	3.00 per page (folio- 11x17)

Depending upon the size of the request and other orders in process, **some requests may require more than one day to fill.** Payment must be made by cash or check before copies are released. Requests estimated to cost more than \$50 require a deposit of that amount, the balance to be paid prior to release of the copies. Photocopies not picked up within 30 days will be discarded. You are required to comply with Hoole policies for handling materials when requesting copies. Please direct any questions to the reference desk.

Copyright: Under the doctrine of fair use up to 10% of any item protected by copyright may be copied for personal study and research purposes only. Requestor assumes all responsibility for any infringement of copyright or any other intellectual property or privacy rights in the copyright or use of materials.

Instructions:

For BOOKS: Please list the title of each book and the page numbers to be copied; in the case of unpaginated materials, consult reading room staff member.

For ARTICLES: Please list the title of the article, its source, and the page numbers to be copied.

For MANUSCRIPT and UNIVERSITY RECORDS COLLECTIONS: Please list the collection by name and consult the staff member on duty about appropriate methods of indicating which individual items are to be copied. PLEASE DO NOT REMOVE ITEMS from folders – use acid free tabs as instructed by reference librarian.

MAPS and OVERSIZED: Please consult the librarian for information on photocopying issues.

Title/box and folder number/description as appropriate	Page numbers or notes (separate by commas			
1				
2				
3				
4				
5				
6				
7				
8				
9				
Your Name:				
Patron Status (circle) UA faculty UA Staff UA undergrad UA grad student Private researcher				
Reporter/Media Visiting Scholar/Student: Institution:	Other:			
Date:				
Contact info: Phone:	Email:			
Signature:				
Mailing address:				
<u> </u>				

Staff Use Only	For Pick-Up Orders: Please initial and date third column when patron is notified	
oran oco oraș	that copies are ready	İ