



Department of Archives and Special Collections Fee Schedule

FEDERAL COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specific in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be “used for any purpose other than private study, scholarship or research.”

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of the copyright law.

1. All requests require completion of a [duplication request form](#), which can be found under [Policies and Forms](#).
2. Payment in full is required. Check or credit card accepted.
3. All requests will be carried out by, and at the discretion of, staff or outsourced by staff to a trusted vendor. Charges for these services as well as limits on the number of scans or photocopies that may be requested are listed in the current Fee Schedule. If the possibility of damage to the materials exists, staff will not fulfill the request (See [Rules for Researchers](#)).
4. Staff will determine the timeframe for completion of duplication requests based on staff availability and request load.
5. Researchers are encouraged to use non-flash personal devices to photograph collection materials in the reading room. No fees apply.
6. Researchers are limited to 70 photocopies per request.
7. Researchers are limited to 30 scans per fiscal year.
8. Limited to 30 in-house hi-re photographs per fiscal year.
9. Exceptions to these policies are decided by the A&SC staff on a case-by-case basis.
10. Mail delivery fees may apply based on current USPS rate.

Duplication Fees

Digital Image files from the [LMU Digital Collections](#) free of charge.

Service	Fee
Photocopy (done by A&SC staff) Limited to 70 photocopies per request.	\$0.25 per photocopy (9% sales tax included for California residents)
Scans Limited to 30 scans per fiscal year. First 5 scans free of charge.	LMU Researcher (6-10 scans)\$1.00 per scan (11 scans or more)\$5.00 per scan Non-LMU Researcher (6-10 scans) \$5.00 per scan (11 scans or more)\$10.00 per scan
In-House Photography Limited to 30 photographs per fiscal year. Non-flash research photographs are provided by department staff for materials that are bound or otherwise cannot be scanned.	\$0.50 per image
Archival Video and Audio Recordings In-house AV duplication is limited. Most media formats need specialized third-party vendor services. If the department does not own a researcher copy, the cost of reproduction, to be paid in full by patron will include: - Any necessary preservation efforts upon the original - A master file to be retained by A&SC - Research viewing copy to be retained by A&SC, and the patron copy. - Pricing and project time frame will be quoted upon individual request.	In-house research copy (if available) Limited to 10 copies per fiscal year. - Duplication Services.....\$5.00 - Delivery electronically..... No Charge Outsourced to vendor - Price determined by vendor

Publication Fees

Service	Fee
Editorial Use Not-for-profit, university presses, etc.: (Written proof of not-for-profit status may be required to qualify for reduced fee)	• \$10.00/image
Commercial publishers, broadcasters	• \$75.00/image

Permission to publish is not to be confused with copyright permission. Physical ownership of a book, photograph, work of art, does not imply that Loyola Marymount University owns the copyright, literary right, trademark, or other intangible rights relating to the material in the collections. Note the [copyright warning](#) above.

Prices and Terms of Services subject to change without notice.