

## **Library Special Collections Copy Services & Fees**

Updated 04/11/2017

Materials from the Kentucky Library Research Collections, Manuscripts & Folklife Archives and WKU Archives are accessed through the Harrison-Baird Reading Room located on the second floor of the Kentucky Building.

The Harrison-Baird Reading Room is equipped with microfilm reader/printers and a photocopy machine. The collection policy prohibits the copying of restricted material, fragile items, or complete collections. Photocopies may be obtained for standard sized pages at a cost of \$.10 to \$.25 per page. Patrons may use phones, tablets, or cameras when copying materials with the exception of photographs. Standard tabletop scanners and hand-held scanners are prohibited. It is the researcher's responsibility to make sure that collections are cited properly.

All photographs in the Department remain the property of Library Special Collections. All reproductions are sold for personal/reference use only, and may not be displayed, published or broadcast in any format without payment of appropriate fees as noted below and without permission from the Department. All responsibility for questions of copyright that may arise in copying and in use of the copies must be assumed by the user.

### **Scanning Fees:**

- Scan (300 dpi or less) - \$5 each
- Scanning saved to CD add \$1 + postage/handling (many .jpg scans may be sent via e-mail)

### **One-time Publication Fees:**

- Non-commercial use - \$25
- Commercial use - \$100

### **Audio Tape Reproduction Fees:**

- Copying to a cassette tape - \$10
- Digitizing and copying to a CD - \$10

Make checks or money orders to Library Special Collections. Cash and interdepartmental orders are accepted. Library Special Collections does not accept credit card or online payments. Payment should be sent to the Department at:

Library Special Collections, WKU  
1906 College Heights Blvd. #11092  
Bowling Green, KY 42101-1092

For additional information contact us at:  
270-745-5083  
spcol@wku.edu