

Photocopying Policy -- Charles L. Blockson Afro-American Collection

The staff of Temple University's Blockson Collection are eager to assist the global research community to access the unique holdings within this archive of rare African American materials. However, in order to balance the needs of researchers with our responsibility as stewards of this collection we provide these policies for guiding the photocopying and reproduction of content from the collection. The following policies apply to the published collections. Copying of manuscripts, photographs, and other archival material is generally not permitted except with special permission of the Reference Librarian or Curator. If copying of such material is permitted, it is subject to these same conditions.

1. All requests to have material photocopied must be made to the Collection staff. A self-service photocopying option is not offered, and all copies are made on site.
2. Requests for photocopying may be denied in situations where the condition of our material (extremely rare, fragile or brittle) is such that damage might occur as a result of photocopying. Blockson staff reserve the right to determine what materials, as well as the amount of content, that may be photocopied.
3. Permission to examine and/or photocopy Collection materials is not authorization to reproduce them in print or electronic formats.
4. Material may be photocopied (or, in limited amounts, digitally scanned) for personal use only. Any commercial and for-profit use and any publication, whether in print, micro-format, electronic, or any other format, are prohibited without explicit separate written agreement.
5. **Any and all material may be protected under U.S. Copyright Law and it is the individual's responsibility to comply with that law.**
6. Photocopies may not be added to other special collections, displays or repositories unless separate written permission to do so has been given by the Curator of the Blockson Collection or her or his designee.
7. Blockson staff reserve the right to grant permission to individuals to use digital photography to capture images of Collection materials.
8. In general there is a limit of 25 pages per request. Special exceptions may be granted by Blockson staff based on a written justification. Requests for photocopies must be made prior to 4:00 pm daily.
9. Each photocopied page costs \$.25. Checks are accepted. There are no refunds on photocopy service.

I have read and agree to abide by the terms of conditions for obtaining photocopies of materials held in the Blockson collection. I understand that any and all material may be protected by U.S. Copyright Law, and it is my responsibility to comply with all copyright laws and regulations. I also understand that any material copied is to be used solely for my personal research and educational use and cannot be published or reproduced in any format without separate written agreement.

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