

## Photocopying Services Available to Library Users

Materials housed in Special Collections and University Archives are often rare, fragile, and/or unique. Most items do not circulate and must be used within the department. Certain documents in University Archives, notably pages from historical CSULB catalogs, schedules of classes, yearbooks, and course syllabi, can usually be photocopied without harm to the original. Permission to photocopy is at the discretion of Special Collections & University Archives Staff.

Self-service Copying by the Customer:

- Members of the CSULB campus community, alumni, community borrowers, and visiting scholars may, *depending upon the material requested*, be given permission to take items from University Archives for copying in the Library Copy Center
- Short-term loan for self-service copying requires that the customer present and leave on deposit while the material is in use a form of identification or collateral that is acceptable to department staff, normally a current campus ID, drivers license, or other photo ID
- Special Collections is unable to conduct copyright searches and cannot counsel users in the application of copyright law. **Permission to photocopy does not constitute permission to publish.** If you have questions about copyright and fair use, please see our guide: <a href="http://csulb.libguides.com/copyrightforfaculty">http://csulb.libguides.com/copyrightforfaculty</a>

## Copying by Staff:

- A fee is charged for photocopying performed by department staff that is mailed, faxed, or sent electronically (at our option) to the off-campus requestor
  - o The charge is 15¢ per page.
  - Payment must be made by check or money order payable to CSULB and sent to:

University Library Special Collections & University Archives California State University, Long Beach Long Beach, CA 90840-1901

 Requests should include as much specific information (dates, course titles, course numbers, instructor name, catalog year, etc.) as possible about the item(s) needed

Contact: Chloé Pascual (562) 985-1895 <u>Chloe.Pascual@csulb.edu</u> Heather Steele (562) 985-1580 <u>Heather.Steele@csulb.edu</u>