



Special Collections/University Archives

## Photocopying Services Available to Library Users

Effective July 1, 2005

Materials housed in Special Collections and University Archives are often rare, fragile, and/or unique. For this reason, most items do not circulate, but must be used within the department. Certain documents in University Archives, notably pages from historical CSULB catalogs, schedules of classes, yearbooks, and course syllabi, usually can be photocopied without harm to the original. The policies and procedures for this service are detailed below.

### 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

### 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
  - The charge is 15¢ per page, with a *minimum fee of \$10*
  - Payment must be made in advance 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

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