

Photocopy & Digital Reproduction Policies

All photocopying or digital reproduction requests are subject to the following policies and guidelines:

- We reserve the right to deny requests because of fragility, poor image, size of item, or other circumstantial problems related to a specific document or collection.
- Photocopies and reproductions are intended for personal research purposes only. Providing copies does not imply permission to publish items. Requests for publication rights must be filed separately. Please refer to SBMAL'S Policies for Reproduction for Publication and Use.
- Researchers must fill-out and sign SBMAL's Application for Photocopies or Digital Scans. Requests have not been approved until the application has been signed by both the researcher and SBMAL staff.
- Requests will be completed and delivered once full payment, or an agreed deposit, is received.
- When on-site, requests for items to be photocopied must be submitted to staff at least 30 minutes before closing.
- When on-site, we do not allow individuals to take personal copies of materials by scanning devices, cameras, camcorders, cell phone cameras, tablet cameras, or any other similar instruments. Digital reproductions must be requested and approved separately.
- Photocopies or reproduction requests conducted virtually, via phone or email, are subject to a Research Service Fee. Fees are dependent on the scope of the project and are intended to cover staff time and delivery costs. For our current fee schedule, please contact SBMAL at research@sbmal.org.

Photocopy & Digital Reproduction Fees

Fee schedules are dependent on the type of materials requested and the resources necessary to produce copies. Fees are subject to change, for the most accurate estimation in price, please contact SBMAL at research@sbmal.org. Current photocopy and digital reproduction fees are as follows:

Documents, Manuscripts, and Books

- Charges for photocopies are \$0.75 (\$0.50 for members) per page. Any requests exceeding 20 pages of material may be assessed a Research Service Fee of \$50/hour (\$40 for members). Extensive requests may require a deposit before photocopying will begin.
- Postage or shipping fees for photocopies is an additional charge.
- Charges for digital reproductions are \$1.00 (\$0.75 for members) per page. Any request exceeding 10 pages of material may be assessed a Research Service Fee of \$50/hour (\$40 for members). Extensive requests may require a deposit before digitization will begin.
- Copies of published material are limited to ten percent (10%) of the entire work.
- Extensive requests will be limited to 250 total pages over a 6 month period.

Photographs

- To provide the best quality possible, we only provide digital reproductions of photographic materials. Our default resolution is 200dpi, to request a higher resolution, please consult with SBMAL staff.
- We are able to provide files in JPEG, TIFF, or PDF format. Please specify your preferred format in your request.
- Charges for the reproduction of photographs range from \$10 - \$45. The exact fee will be dependent on the size and material of the photograph, and the resources required to digitize the image. Please consult with SBMAL staff for pricing regarding your specific request.

Artworks

- To provide the best quality possible, we only provide digital reproductions of artworks. Our default resolution is 200dpi, to request a higher resolution, please consult with SBMAL staff.
- We are able to provide files in JPEG, TIFF, or PDF format. Please specify your preferred format in your request.
- Charges for the reproduction of artworks are dependent on the size of an artwork and whether SBMAL staff has the ability and equipment to safely digitize the artwork on-site.