



# Access Services & DUPLICATION FEE SCHEDULE

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## Visiting

Individuals doing substantial research or who live in the immediate area are encouraged to visit the Archives or arrange for the services of a private researcher. Information, including how to obtain a parking permit and a campus map, is available on our website: <https://www.etsu.edu/archives>.

## Distance Access

The Archives provides distance access services by e-mail, mail, and telephone. Distance access involves Archives staff consulting or referring to archival holdings to ascertain specific information found in archival collections. Staff can provide up to one-half hour of assistance at no cost. Additional staff assistance may be requested, subject to staff availability. If granted, a Distance Access Services fee will be charged. The fee must be received before the service is performed. See fee schedule below for more details.

## Copyright and Fair Use

Duplication services conform to the United States copyright law. Copyright law authorizes the Archives of Appalachia to furnish reproductions of archival material for the purposes of private study, scholarship, and research. Individuals may not duplicate or use provided copies for purposes that exceed fair use without the written permission of the Archives of Appalachia or the rights holder. Fair use is explained at: <https://www.copyright.gov/fls/fl102.html>. The Archives does not claim to control the rights for reproduction for all materials or images in its collections. Certain images or materials may be protected by copyright, trademark, privacy, publicity rights, or other interests not owned by the Archives. It is the responsibility of the individual to obtain written permission from all rights holders for publication, distribution, or other use of protected items beyond that allowed by fair use.

## Duplication

All requests for duplication are reviewed on a case-by-case basis, with consideration being given to copyright, donor and purchase agreements, and privacy and preservation concerns, among other factors. Collections in their entirety, as well as significant portions of collections, will not be copied. The Archives staff limits copying to 200 pages per day, per order, and requests are filled according to staff availability. No more than 10% of a book (excluding index) or one article per book (if the book is a compilation) may be copied. The Archives does not charge for reasonable duplication requests made by current ETSU students for course-related projects.

## Requesting Duplication

Individuals requiring media duplication services, long-distance duplication services, or substantial onsite copying are required to complete and sign a **Duplication Request Form**. The request and payment must be received and approved by the Archives before, or at the time, the duplication order is processed. The fee schedule is reviewed on a regular basis to ensure that fees are in keeping with current archival practice and are subject to change. **Make checks payable to East Tennessee State University.**

## Duplication and Distance Access Fee Schedule

	Fee
<b>Distance Access Services</b>	\$15 per ½ hour (no cost for first ½ hour)
<b>Low-Resolution Photocopies/Scans</b> (200 dpi resolution; saved as either jpeg or pdf)	\$15 per ½ hour
<b>High-Resolution Scans</b> (300 dpi resolution or higher; saved as tiff)	\$15 per ½ hour
<b>Digital Media (audio, film, video recordings)</b>	\$15 per ½ hour

*There is no charge for duplication requests requiring fewer than fifteen minutes (i.e., up to five high-resolution scans or twenty-five low-resolution scans).*

## Duplication Estimates

In order to generate binding estimates for duplication requests, the following formulas are used:

	Fee
<b>Low-Resolution Photocopies/Scans</b>	50 scans per ½ hour
<b>High-Resolution Scans</b>	10 scans per ½ hour
<b>Digital Media (audio, film, video recordings)</b>	\$15 per ½ hour

Duplication estimates will be rounded to the nearest half hour.

## Shipping

Distance requests may be delivered via email or shipped via USPS Priority Mail at the rate of \$8.00 per box/envelope. Large orders may require additional fees.

## Use

Individuals or organizations wishing to publish, display, broadcast, or otherwise distribute archival holdings to which the Archives holds rights, please consult our **Usage Policy**.