



ACCESS SERVICES & FEE SCHEDULE

1. **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 by clicking [here](#).
2. **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. The reference fee covers up to one hour of staff time and is applied to all distance access requests. The fee must be received before the service is performed. See fee schedule below for more details.
3. **COPYRIGHT AND FAIR USE:** Duplication services conform to the United States copyright law (Title 17 U.S. Code). 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 other purposes without the expressed written permission of the Archives of Appalachia and the copyright holder. Physical ownership of material does not imply ownership of literary rights or copyright by the Archives of Appalachia. It is the responsibility of the individual to determine copyright ownership and seek copyright release.
4. **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. Copying is limited to materials that are specifically identified as being relevant for a given purpose. 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. No more than 10% of a book (excluding index) or 1 article per book (if the book is a compilation) may be copied. Provided copies are not to be distributed to any other person or institution.
5. **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. Checks are made payable to East Tennessee State University.
6. **USE:** Individuals or organizations wishing to publish, display, broadcast, or otherwise distribute archival holdings to which the Archives has property rights, please consult our *Usage Policy*.

7. **ACCESS & DUPLICATION FEE SCHEDULE:**

<i>Request</i>	<i>Fee</i>
Distance Access Service	\$10 (up to 1 hour)
Photocopies/Document Scans (On site)	10¢ per page
Photocopies/Document Scans (Distant)	25¢ per page + S/H
Images	\$20 per hour + S/H
Digital Media (Audio, film, video recordings)	\$30 per hour + S/H

8. **SHIPPING:** Distance requests may be delivered via email or shipped via USPS Priority Mail at the rate of \$6.00 per box/envelope. Large orders may require additional fees.