

Requests, Duplications, and Reproductions

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2.1 Image Requests

The CSRC accepts image requests for museum exhibits, publications, and research.

- Patrons must complete a Reproduction Request Form and email librarian@chicano.ucla.edu to make image requests.
- If the request requires research, an hourly research fee can be triggered. This includes conducting information searches for production companies, independent researchers, and other users. It does not include high-resolution reproduction fees (see Fee Schedules).
- There is no fee for low-resolution images. Please note that research services depend on staff availability, and due to limited resources, we may not always be able to provide such services. **Fees are subject to change.**
- We do not provide reproductions or duplications of copyrighted materials without the copyright holder's permission. It is the patron's responsibility to obtain this permission first. For more information, please refer to Licensing and Permissions.

2.2 Duplications and Reproductions

The Library staff reviews all duplication and reproduction requests for physical condition, donor restrictions, and compliance with CSRC Library policies.

- The researcher assumes ALL RESPONSIBILITY for questions of copyright and invasion of privacy that may arise in copying materials and using copies (see Licensing and Permissions).
- Receipt of copies for research purposes does not imply permission to publish. Please refer to Licensing and Permissions for more details on our permission to publish policy.
- Researchers must obtain permission from CSRC Library staff before photographing CSRC materials. Staff will either approve or deny the request(s) based on the condition of the item(s) and donor restrictions. Please see the Photography and Digital Devices policy.

2.3 Photography and Digital Devices Policy

The CSRC Library allows the use of digital devices such as phones, tablets, and digital cameras on a controlled basis to facilitate the research needs of our users. The following policy outlines the necessary expectations and requirements for using such digital devices in our reading rooms, which are subject to copyright laws, donor-imposed restrictions, and specific conditions and arrangements for preservation.

Use of digital devices is subject, but not limited to, the following terms and conditions:

2.3.1 Approved uses and procedures

- Readers agree that photographs are for personal study purposes only and may not be reproduced, donated, published, exhibited, or sold to another repository.

2.3.2 Prohibited Duplication

- Some collections have donor-imposed restrictions that prohibit duplication in whole or in part. Photographing these collections is, therefore, prohibited.
- Fragile, damaged, or restricted items will not be duplicated in any way.
- Materials lent on loan will not be digitally photographed nor reproduced in any way by readers unless specifically allowed by the loan agreement.
- If an item is known to have a publicly accessible digital surrogate, readers will be referred to the online surrogate.

2.3.3 Prohibited equipment and settings

- Personal scanners, tripods, camera flashes, extension cords, and special lighting are prohibited. Audible features on cameras must be turned off.
- Cell phones must either be muted or placed in "airplane mode."
- Readers may be asked to take test shots to demonstrate that their cameras' flashes are deactivated.

2.3.4 Appropriate care and handling of CSRC materials

- Materials must be handled properly and with great care.
- Bound volumes must be supported in a book cradle. No pressure may be applied to the bindings.
- Loose manuscript material must remain in its corresponding folder. Order of materials must be maintained at all times. Documents must lay flat on the table. Repositioning documents (e.g., holding documents up) to obtain better images is prohibited. Cameras are not allowed to rest on top of materials. If leaves are fastened together, please see the desk attendant before proceeding.
- Items in mylar sleeves may not be removed from their sleeves.
- Taking pictures of the reading room, other readers, and library staff is prohibited.
- Readers are prohibited from standing on chairs, placing materials on the floor, and rearranging furniture.
- Any instance of flash photography, mistreatment, and/or damage to materials during photography will result in immediate termination of the privilege. The CSRC reserves the right to deny photography requests and/or to revoke photographic privileges for any reason.

2.3.5 Requirements for Publishing Materials

- Readers are responsible for complying with copyright law. Readers must also acknowledge that it is their responsibility to obtain relevant permission from copyright owners if they decide to publish their work.
- Images for publication or distribution must be ordered through CSRC by submitting a Reproduction Request Form and a Request to Publish Form. Fees may apply.

2.3.6 Copyright Notice

- The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user requests for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.
- Users agree that photographs are for personal study purposes only and may not be reproduced, donated, or sold to another repository, published, or exhibited. Anyone who violates this does so at their own risk.
- In agreeing to do research at the CSRC, the user agrees to indemnify, defend, and hold harmless the CSRC, its agents, officers, directors, employees, representatives, associates, and affiliates and each and all of them against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these photographs of the Library’s materials, whatsoever, whether or not groundless, which may arise directly or indirectly, for which no permission or authorization was granted.