

# **DIGITAL COPYING BY PATRONS**

**THE MARION E. WADE CENTER, WHEATON COLLEGE, WHEATON, IL**

The Marion E. Wade Center only allows digital cameras and other approved technologies in the Reading Room for use in personal copying under the following conditions:

1. All equipment used and items selected for digital copying must be approved by Wade Center archival staff, and this form completed and signed, before any copies are made.
2. Digital copies may only be made on-site at the Wade Center of published, non-restricted materials. Requests for reproductions of original materials (manuscripts, letters, etc.) should be made with the Wade Center's Copy Request Form and will be processed as physical photocopies by Wade Center staff.
3. There is no charge for digital copying by patrons.
4. **Copies must not be duplicated, distributed, made available to any other person or institution, or deposited in another library or archive without written permission from the Wade Center. Copies must be destroyed once they are no longer needed.**
5. Copies are provided for research and study use of the requestor only.
6. Only material that will not be physically damaged by the process may be reproduced.
7. The Marion E. Wade Center reserves the right to withhold permission for the reproduction of any material in its possession, and may refuse to allow copying if, in its judgment, such copying would violate copyright law. (see copyright law statement below)
8. The Wade Center's approval for making digital copies according to the above guidelines does not imply additional authorization to publish or reproduce material. It is the responsibility of the person making digital copies to obtain further use rights from the copyright holder, e.g. permission to quote or publish.

**Reproductions are to be used within the definition of "fair use" under copyright law:**

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 reproductions, provided that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The above conditions are understood and accepted. By this signature I assume full responsibility for any infringement of these conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

