

# SMITH COLLEGE SPECIAL COLLECTIONS PHOTOCOPY ORDER FORM

**DUE TO THEIR FRAGILE NATURE, SOME MATERIALS CANNOT BE PHOTOCOPIED.  
PLEASE PRINT CLEARLY**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

**Delivery method (check one):**

Mail \_\_\_ Pick up \_\_\_ 5 College mail \_\_\_ Email (free) \_\_\_

Email \_\_\_\_\_

**Billing Information (Smith users only):**

Org/Fund # \_\_\_\_\_ Acct # \_\_\_\_\_

**Please follow these instructions to identify material to be copied.**

- DO NOT REMOVE ARCHIVAL MATERIALS FROM THEIR FOLDERS. MAINTAIN THEIR ORIGINAL ORDER.
- For archival materials and books, mark each item to be copied with a copy flag. Each flag should have your last name and an item number (see reverse side of this order form). If you have more than one order form, add the page number of your copy order (starting with 1). **Insert the copy flag immediately in front of each item to be copied.**
- On the reverse side of this form describe each item to be copied.
- Count the number of pages per item and enter that number in the far right column.
- Return folders to their boxes. Make sure the flag is clearly visible above the top of the folder. See illustration →
- Read copyright warning, sign, and submit this form for review & payment instructions.



**Your signature indicates you have read and understood the following copyright warning.**

**WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy 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. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or require reproduction of a major part of a collection.

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

<b>FEES:</b>	<b>POLICIES:</b>
Rate for copies: 25 cents per page	ALL PHOTOCOPY ORDERS MUST BE SIGNED AND PREPAID BEFORE WORK ON THE ORDER BEGINS.
Mailing Service Charge: \$5.00 within the United States \$10 for international mailings \$2.00 Five College mail service charge	We guarantee completion of 50 pages per week from receipt of payment. We limit copy orders to a maximum of 500 pages per researcher per calendar year. Orders of 10 pages or less are free of charge.

Total Pages \_\_\_\_\_ @ .25 per copy = \_\_\_\_\_  
+ Service charge = \_\_\_\_\_  
Total = \_\_\_\_\_

Completed date \_\_\_\_\_ Invoice sent \_\_\_\_\_  
Completed by \_\_\_\_\_ Fee paid date \_\_\_\_\_  
Payment Method      Cash  Check  Credit card

Materials from: CA \_\_\_\_\_ SSC \_\_\_\_\_ MRBR \_\_\_\_\_

Delivery date \_\_\_\_\_ Date received \_\_\_\_\_

# SMITH COLLEGE SPECIAL COLLECTIONS PHOTOCOPY ORDER FORM

Materials from: Sophia Smith Collection \_\_\_ Smith College Archives \_\_\_ Mortimer Rare Book Room \_\_\_

Page No. \_\_\_\_\_ (if submitting more than one form)

Make sure your description of the item includes the following identifying information:

**For Archival Materials**

- 1) Type of item (letter, memo, article, etc.)
- 2) Any dates
- 3) Title of item –OR–
- 4) Name of sender/recipient –OR–
- 5) First few words on document

**For Rare Books**

- 1) List title of book
- 2) List pages to be copied
- 3) Specify any images &/or text to include

Item #	Name of Collection, Book, or Periodical	Box # & Folder # (b #, f #)	Book Call #	Description of item to be copied, including <u>DATES</u>	# pages to be copied	staff use only
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						

Total Pages