

**ORDER FORM**  
**DIGITAL REPRODUCTIONS**  
**UNC CHARLOTTE J. MURREY ATKINS LIBRARY**  
**SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES**

Please complete and sign the form below, and either bring it to the Dalton Reading Room on the 10<sup>th</sup> floor of Atkins Library or scan and email it to [spec-coll@uncc.edu](mailto:spec-coll@uncc.edu). We will let you know within 5 business days whether we can fulfill your request and what the reproduction charge will be. We may not be able to digitize materials for reasons including fragility or copyright restrictions.

When we inform you of the cost, please write a check or money order made payable to “UNC Charlotte Atkins Library” and submit in-person or through mail to: **Special Collections and University Archives, J. Murrey Atkins Library, UNC Charlotte, 9201 University City Blvd., Charlotte, NC 28223-0001**. We will need to receive payment before your request is fulfilled.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PURPOSE OF REPRODUCTION (circle one):**

Research Use Only       Publication (see #3 and #4 below)

**DESCRIPTION OF MATERIAL REQUESTED** (attach additional sheets if necessary)

Collection Name / Rare Book Title	Box: Folder # / Rare Book Author/ Audio Title	Brief Description of Document or Audio/ Rare Book Call Number and page #


**Delivery Format (circle one):**      Electronic delivery      Media provided by patron  
 (e.g. external drive)

CD-R (\$4 per CD-R)      DVD-R (\$6 per DVD-R)      USB : (\$10 per USB)

**Quality (circle one):**      Archival quality      Print quality/ Listening quality      Web quality

Resolution will vary depending on the format and size of the item being reproduced. Include any specific instructions below (for example, preferred dpi, digitize the back, etc.).

**Notes:**

**File Format (circle one):**      TIFF      JPEG      WAV      MP3

<b>PRICES</b>	<b>QUANTITY</b>
<b>Digital image reproductions (13.5 x 17 or smaller):</b> No charge for 1-15, \$20 for 16-30, \$30 for 31-45, etc.	
<b>Digital image reproductions (13.5 x 17 or larger):</b> No charge for 1-5, \$20 for 6-10, \$30 for 11-20, etc.	
<b>Digital audio reproductions</b> No charge for 1-5, \$20 for 6-10, \$30 for 11-20, etc.	
<b>Postage and handling: additional \$4 per order if CD-R, DVD, or USB delivered by mail to locations in the U.S.</b>	
<b>CD-R: \$4 per disc</b>	
<b>DVD-R: \$6 per disc</b>	
<b>USB : \$10 per USB</b>	
<b>Publication fee for UNC Charlotte copyrighted items: \$25 per image</b>	
<b>Rush fee: \$15</b> (turnaround within 2 business days, for small orders only)	
<b>TOTAL COST</b>	

### **CONDITIONS FOR COPYING MATERIALS**

1. Copies are made as time permits. Please allow up to 30 days for processing large orders and orders that must be handled by an off-campus vendor.
2. In order to ensure the long-term preservation of the rare and unique resources entrusted to its care, we reserve the right to limit the number of copies made, to select the method of reproduction, and to decline to make copies of especially fragile or important items.
3. Permission to examine and copy materials does not constitute permission to publish or to make use of the copies in an exhibit or for commercial purposes. With the exception of works in the public domain, any use in excess of fair use requires prior authorization by the copyright holder. In those cases where the University holds the copyright, permission may be requested from the J. Murrey Atkins Library Associate Dean for Special Collections and University Archives.
4. In the case of publication, exhibition, or commercial use, we ask that proper acknowledgement be made regarding ownership of the original by J. Murrey Atkins Library, The University of North Carolina at Charlotte. Citation style will vary depending upon the style guide being used, but the following can serve as a basic reference:
  - **Archives and manuscripts:** [Title of collection or record group], [number of collection or record group], [series and/or folder titles if appropriate], J. Murrey Atkins Library Special Collections and University Archives, University of North Carolina at Charlotte.
  - **Oral history interviews:** [Title of interview], [date of interview], J. Murrey Atkins Library Special Collections and University Archives, University of North Carolina at Charlotte.

### **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 copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is 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 unless they obtain permission from the copyright holder or the item is in the public domain. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright laws.

**I request copies of the materials listed above and agree to handle them in accordance with all conditions specified on this form. I accept full responsibility for any copyright infringement or other legal issues that may arise from making or using these copies, and agree to indemnify UNC Charlotte if any copyright infringement or other legal action is brought against it in connection with my use of these materials.**

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

