

# POLICY

POL-001

## Reproduction Services

Status: Approved

Last revised by: Kathy Lau

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### 1. Purpose and scope

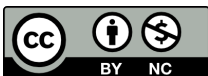
The Archives provides a number of reproduction services to researchers wanting copies of materials in our holdings. Please note:

- The Archives is not set up to be a reproduction shop; requests are handled on a first-come-first-served basis and processed as limited staff time and resources allow.
- Researchers are encouraged to use self-service options whenever possible. See section 2 below.
- Where materials can be reproduced in-house by Archives staff, there is no charge to the researcher.
- Large orders may take some time to process; see section 3 below for time estimates. Researchers should clearly identify which of the materials they are requesting have priority.
- The Archives reserves the right to charge fees for copies that will be used for commercial purposes.
- All in-house reproductions will be delivered in digital format only; the Archives will not provide analog copies (no photocopies or photographic prints).
- Materials that cannot be reproduced in-house will be outsourced to a vendor of the Archives' choosing. The vendor's fee and any shipping charges will be charged back to the researcher on a cost-recovery basis. See section 4 below.

### 2. Self-service options

#### Digital images

- Researchers may take digital photographs of documents in the Archives reading room at no charge. They must understand their rights and responsibilities regarding copyright before proceeding. For details see the Copyright Notice in the Archives reading room, consult the Copyright Office in the SFU Library (<http://www.lib.sfu.ca/help/academic-integrity/copyright>), or ask the archivist on duty.



- Photography is subject to the physical condition of the original record and prior approval of the reference archivist on duty.
- Researcher must supply own camera and take own photos.

### **Downloadable digital copies**

- The Archives is striving to make more of its digitized and born-digital holdings directly available through its online database, SFU AtoM (<http://atom.archives.sfu.ca>). The volume of materials directly available online will initially be small, but will grow over time. Researchers can download digital access copies directly from SFU AtoM where copies are available. There is no charge for this service.

## **3. In-house reproduction services**

Researchers can request copies of analog holdings that are not yet digitized or of born-digital materials that for copyright or privacy-protection reasons are not made available online. The Archives reserves the right to determine resolution and format output when digitizing analog holdings.

There is no charge for in-house reproductions. However, researchers should use the time estimates given below when planning their reproduction requests. Note that wait times may be longer depending on the volume of requests and the size and complexity of the files. Please consult with the reference archivist on duty ([archives@sfu.ca](mailto:archives@sfu.ca)) before placing a reproduction request.

Digital scans of analog textual records:

- 1–3 files for scanning = 1 week.
- Add 1 week for each additional 1–3 files.

Digital scans of analog photographic negatives, prints or slides:

- 1–5 images for scanning = 1 week.
- Add 1 week for each additional 1–5 images.

Digitized sound recordings from analog audiocassette tapes:

- 1–3 cassettes = 1 week.
- Add 1 week for each additional 1–3 cassettes.

Copies of born-digital records:

- 1–20 files = 1 week.
- Add 1 week for each additional 1–20 files.

## **4. Outsourced reproduction services**

The Archives does not have the technical facilities to make the following types of copies:

- Scans of oversized textual or graphic materials.
- Digitized copies of sound recordings from reel-to-reel analog originals.
- Digitized copies of moving images from videotape or film reels.

Archives will outsource this reproduction work to vendors of our own choosing and will charge the cost back to the researcher.

- We will provide a price quote that includes the vendor's fees and any shipping fees.
- Payment may be made by cash, cheque, or money order payable to "Simon Fraser University."
- The Archives cannot process payment by credit card or debit card.
- The Archives will only proceed with a vendor work order upon receipt of payment from the researcher.

Please be aware that once digitized, the Archives may make copies of an item freely available online or by request. In effect, this means that the first requester will be helping to preserve and make access copies available to later users.

## 5. Delivery

The Archives will deliver digital copies electronically, either via email (under 24MB) or an SFU secure server.

- Researchers who are unable to receive copies electronically should contact the Archives to make arrangements; for courier delivery, Archives will contact the researchers when the work order is ready and the researcher should make their own arrangements for pickup.

## 6. Authority

This policy is administered under the authority of the Archives and Records Management Department. Questions about interpretation of the policy may be directed to the University Archivist. See SFU Archives' website (<http://www.sfu.ca/archives>) for contact detail