

## Cayuga County Historian's Office

### Photocopy and Photographic Reproduction Policy

#### Notice Concerning Copyright Restrictions

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The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction.

One of the specific conditions governing copyright law is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research."

If a user makes a request for or later uses, a photocopy or photographic reproduction for purposes in excess of "fair use," that use may be liable for copyright infringement.

The Cayuga County Historian's Office reserves the right to refuse a photocopy or photographic reproduction request if, in its judgment, fulfillment of the order would involve violation of copyright law.

Photo duplication request slips and will be provided to researchers in order that they may indicate materials to be duplicated.

All photocopies and photograph duplications will be completed by Historian's Office staff.

Request slips must be completed for each item to be copied or reproduced.

Please allow 3-4 weeks for processing of photograph duplication orders.

For photocopy orders, every attempt will be made to complete orders in a timely manner. It may not be possible to complete your photocopy order on a while-you-wait basis.

Pre-payment is required for all duplication orders.

Photocopies are provided as a service for individual research purposes only, and permission is not conveyed to publish duplicated materials on websites or in other digital publications..

The purchase of a photocopy or a photo duplication does not constitute a purchase of the material or its contents. Duplications of materials photocopied or reproduced are not to be transferred to third parties or other institutions.

Restricted collections or fragile materials may not be copied or otherwise duplicated to protect their condition.

The Cayuga County Historian's Office will not copy manuscript collections in their entirety and reserves the right to limit the number of photocopies or photo duplication request made due to staff and time constraints.

For published books under copyright, a maximum of one chapter or 10% of the total pages within the work can be copied. For periodicals, one article can be copied.

Permission to quote from unpublished materials or publish images from materials in the collections of the Cayuga County Historian's Office should be submitted in writing to the County Historian, 10 Court Street, Auburn, NY 13021.

The Historian's Office may grant permission for one-time, non-exclusive use of the duplicated materials for publication, exhibit, film/video production, graphic arts or other display purposes, when the proposed use is specified and the image is suitably presented.

In addition to obtaining permission from the Historian's Office, researchers must also obtain all necessary permissions from the copyright holder, if applicable.

The Cayuga County Historian's Office is not responsible for any illegal or improper use of its materials, including infringement of copyright law.

Any person, company, or organization not abiding by the duplication policies of the Cayuga County Historian's Office, will be denied further duplication privileges.

The Cayuga County Historian's Office greatly appreciates receiving a complimentary copy of any publication that makes use of our materials.