

Russell Library Research and Reproduction Services for Off-site Patrons

Due to staffing constraints, the Russell staff is not able to provide in-depth off-site research services as part of its reference function. **Only simple, ready reference queries** can be addressed via correspondence and telephone. If you need more extensive research assistance to select materials for duplication, the Russell Library recommends that you hire a local research proxy to conduct this research on your behalf. The Russell Library staff will be glad to help you identify a local researcher, but the Russell Library does not endorse local researchers, nor does the Russell Library assume responsibility for arrangements made with these researchers. **For more information about working with proxy researchers, please contact the Russell Library research account, russlib@uga.edu**

The Richard B. Russell Library for Political Research and Studies provides fair use pdf scans of materials. The Russell Library also provides high resolution scans or scans for publication. Russell staff fulfills off-site and on-site duplication requests in the order that they are received and as part of their broader work activities. Turnaround time for off-site duplication requests is 10 business days from date of payment, or longer depending on the extent of the duplication request. Unless otherwise specified, Russell staff delivers digital scans via electronic download at no additional charge to patrons. If file size exceeds certain thresholds, or if patrons wish to make alternative arrangements for transfer of files, Russell staff may apply additional fees.

Reproduction fees

The Richard B. Russell Library for Political Research and Studies **provides fair use pdf scans of materials for \$.25 per page**. The Russell Library also **provides high resolution scans or scans for publication for \$12 per page**. The Library may also assess additional use preservation fees for materials for which it owns or administers the copyright. **Patrons must provide payment in full before Russell staff will fulfill orders.**

Rules Governing Reproduction of Items from Russell Library Collections

The Russell Library will consider requests for limited reproduction of material when such copying meets **ALL** of the following criteria:

- Can be done without injury to the material
- Does not violate donor agreements
- Conforms to copyright statute

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 copy or other reproduction. 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 will be liable for copyright infringement.**

The Russell Library reserves the right to refuse to accept an order for reproductions if, in its judgment, fulfillment of the order would involve a violation of copyright law.

Instructions for Placing Off-site Campus Reproduction Orders

1. Register as a researcher at <https://uga.aeon.atlas-sys.com/aeon/>
2. Submit a detailed email message to russlib@uga.edu with the following information:
 - a. **Location of materials:**
 - i. Collection Name
 - ii. Series Name/or number (Series are denoted with Roman numerals I, II, III, IV...)
 - iii. Box Number
 - iv. Folder Number AND Folder Title
 - b. **Description of the specific item you are requesting**
 - i. You may request fair use scans of the entire folder, but all requests are subject to copyright consideration and physical condition of the materials.
 - c. **Provide reproduction output information**
 - i. Choose what type of scan you want to order:
 1. Fair use pdf scan (for research purposes NOT for publication)
 2. High resolution scan suitable for publication or display
 - a. If high resolution scan, what resolution (dpi)?
 - b. If high resolution scan, what file type (Tiff, jpg, pdf)
 - ii. If scan is for publication, specify watermarked or unwatermarked
 1. **PLEASE NOTE:** If you request unwatermarked, then **you must ALSO provide description of the use(s) you plan to make of the scan if it will be used for publication.** If the material will be published (an exhibit, publication, Web site, etc.) the Russell Library will provide you with additional forms to complete depending on the rights associated with the materials. **Publication of materials for which the Russell owns or administers copyright may incur additional preservation use fees.**
 - iii. **PLEASE NOTE:** Unless otherwise specified, **the Russell Library provides scans to patrons via electronic download.**
3. Upon receipt of your request, Russell staff will review your request and follow up with next steps and/or additional questions.
4. After Russell staff has determined that your order may be fulfilled, staff will prepare an invoice for the costs associated with the reproduction. This invoice will contain detailed payment instructions. Following receipt of payment, Russell staff will initiate work on fulfilling your order and providing publication and permission as needed.
5. **PLEASE NOTE:** Russell staff fulfills off-site and on-site duplication requests in the order that they are received and as part of their broader work activities. Turnaround time for off-site duplication requests is **10 business days from date of payment, or longer depending on the extent of the duplication request.**

Russell Library Reproduction Request Form

Date of Request		
Reproduction Output	Low-Resolution PDF Scan (\$0.25 per scan) <input type="checkbox"/>	
	High-Resolution scan (\$12.00 per scan)	300 dpi <input type="checkbox"/>
		600 dpi <input type="checkbox"/>
	Specify resolution:	
Reproduction Output Use	Fair Use Research or Personal Use	
	Publication	Presentation <input type="checkbox"/>
		Book or article <input type="checkbox"/>
		Exhibit <input type="checkbox"/>
		Website <input type="checkbox"/>
		Performance <input type="checkbox"/>
Other:		
Watermark	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Collection Name:	
Series Name & Number (I, II, III, etc.)	
Box Number	
Folder Title/#	
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