Use Fees and Guidelines for

The Women and Leadership Archives
Loyola University Chicago

Photocopy and Scan Duplication:

Researchers may use their own cameras to take pictures of documents free of charge, provided that those images will only be used for research purposes.

Photocopies are available for a fee of $0.25 per page, plus postage and handling if mailed ($5.00 minimum). All photocopies are made two-sided to reduce waste. Photocopies can also be scanned and emailed, also for $0.25 per page.

Copies of entire books, manuscript collections, or record groups is not allowed.

High resolution scanned documents and photographs are available for $3.00 per scan and can be emailed to one email address, one time. If saved to a disk, each CD is $5.00 in addition to the cost of scanning and/or mailing.

The above listed charges are the same for all researchers, including those affiliated with Loyola University Chicago, unless affiliated with the Gannon Center for Women and Leadership.

All photocopying and scanning will be done by WLA staff members only. Professional photographic reproductions may be ordered, but only through the WLA preferred local vendor.

The cost of photocopying and scanning does not convey permission for publication. Separate fees for publication (web, print, or other form) may apply.

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Permission to use archival materials in publications must be obtained from the Director of the Women and Leadership Archives prior to publication. Users are responsible for observing United States Copyright Law.

Permission to publish also extends to the Women and Leadership Archives digital collections.

Special fees may apply for publication. Please contact the Director for further information.

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