



## Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

# Reproduction & Use Policy

Updated April 2023

### Overview

The Loyola University Chicago Archives & Special Collections reserves all rights for reproducing materials in our collections, including but not limited to textual materials, rare books, and images in any format (such as slides, negatives, transparencies, prints, film, video, or digital formats). Commercial reproduction of any sort is not permitted without express written permission.

### Reproduction Requests

Requests for photocopies, scans, photography, etc., of items from the collections must be submitted via the [Ask the Archivist](#) form. Entire collections will not be photocopied/scanned/digitized, etc.

Reproduction of materials is made on a case-by-case basis, and depends on the condition of the material requested. A nominal fee is charged for in-house reproduction. Researchers will be charged the invoiced rate for any reproduction request requiring outside contracted work.

### Digital Camera Use

Digital cameras may be used to photograph items in collections depending on the condition of the materials. Flash photography is not allowed.

Hand scanners are not allowed in the Loyola University Chicago Archives & Special Collections.

### Delivery of Reproductions

Reproductions requested by researchers may be delivered as photocopies, PDFs, or digital images. Delivery of digital files will be made via Loyola University Chicago's secure file transfer platform. If in the judgement of the University Archivist the materials requested highlight a collection or would be of broader interest, access to the reproduction(s) may occur via an online digital collection.

## **Use Permission**

Use permission (i.e. permission to publish) is granted on a case-by-case basis. Researchers must submit a permissions request via the [Ask the Archivist](#) form and complete a permission to publish form following review of the request.

The following conditions apply:

1. Permission is granted for one-time use only and is granted only to the person requesting permission for the specified use only. It is non-transferrable.
2. Permission is non-exclusive; the Loyola University Chicago Archives & Special Collections reserves the right to reproduce and allow others to reproduce archival materials in the collections.
3. Any manipulation of an image, except for minor changes in balance, contrast, and color correction, is not allowed.
4. Re-use of a reproduction constitutes a new use and requires new permission.
5. Completion and return of the permission to publish form.
6. Payment of a nominal use fee.
7. The Loyola University Chicago Archive & Special Collections requests a courtesy copy of any publication using any images from the collections.

## **Copyright**

While the Loyola University Chicago Archives & Special Collections owns the physical materials in our collections, we do not own the intellectual property rights to all those materials. In cases where LUCASC does not own the intellectual property rights and the owner can be identified, it is the responsibility of the researcher to secure permission from the copyright owner to reproduce the requested material(s). Written permission to reproduce the materials must be provided to Loyola University Chicago Archives & Special Collections.

## **Denial of Reproduction or Use Requests**

The Loyola University Chicago Archives & Special Collections reserves the right to deny a request for the reproduction or the use of a reproduction of materials held in the collections.

Following are some conditions that may apply:

1. Fragility of the material(s)
2. Security of the collection(s)
3. Amount requested may cause excessive burden on staff
4. Violate the terms of a loan
5. Violate terms of a donation
6. Violate the law
7. Infringement on copyrights
8. Use for an illegal or unethical purpose
9. Violate the privacy or personal rights of any party
10. Imply an institutional endorsement of any product, company, or enterprise