

Photocopies

There are no self-service photocopiers in the Newberry. If the condition of the item permits, photocopies and digital files can be provided by Newberry staff for a fee.

The Newberry reserves the right to refuse any reproduction order, in its sole discretion. See [Warning Concerning Copyright Restrictions](#).

Use of reproductions of Newberry collection items shall be at the user's sole risk. Researchers are responsible for determining whether the material is in the [public domain](#) or whether it is protected by copyright law [or other restrictions](#). If the material is protected by copyright law, researchers are responsible for determining whether the intended use is within the limits of [fair use](#) and, if not, for obtaining permission from any rights holders. The Newberry shall not be responsible or liable for any claim of infringement or damage that may occur owing to the use of any material that the Newberry makes available.

Acceptance of a photocopy request by the Newberry does not mean that the Newberry has made any determination of any copyright or related matters concerning the request.

All orders for reproductions are made through our online request system, Aeon. To set up an account, go to requests.newberry.org and click on the "First Time Users" link. For help using Aeon or ordering reproductions, [Contact a Librarian \(reference@newberry.org\)](mailto:reference@newberry.org) or stop by the reference desk.

Please consult with staff about shipping fees and methods.

The Newberry provides black-and-white copies on plain white paper.

Generally, no more than 50 pages will be scanned per volume or manuscript collection without consultation with and approval by Newberry staff. Please note that approved requests for more than 50 pages will incur an additional charge.

Reading Room staff will process photocopy requests in the order in which they are received, typically within 24 hours. Larger orders will be completed within two weeks. Requests by email or mail are typically sent within two weeks from the date of payment. The size and complexity of your order, plus the number of pending orders, affect completion time. Please consult with the Reading Room staff for a more accurate time estimate.

Photocopy requests are filled as single pages only. The Newberry does not provide photocopies of double-page spreads.

Some categories of materials cannot be photocopied/scanned due to format or fragility. These include:

- Any bound or unbound oversize materials that do not fit within the confines of the scanner, such as maps and newspapers (maximum size: 11” x 17”)
- Telephone & city directories
- Foldouts

- Parchment or vellum
- Art originals, artifacts, or film of any kind

Fees - Printed Items

	<u>In-Person Requests</u>	<u>Email/Mail Requests</u>
Each Exposure	\$0.40	\$0.40
Each Additional Volume	No charge	\$5.00
Processing Fee	No charge	\$15.00

Fees - Manuscript Items

	<u>In-Person Requests</u>	<u>Email/Mail Requests</u>
Each Exposure	\$0.40	\$0.40
Manuscript Collections and Vertical Files	\$1.00 per folder	First folder included in processing fee; each additional folder \$5.00
Processing Fee	No charge	\$15.00