



Photocopy Request Form

Central Arkansas Library System – 100 Rock Street – Little Rock, Arkansas 72201
Telephone (501) 320-5700 Fax (501) 537-4559

Photocopy decisions are made on a case-by-case basis by the Center's staff. Some materials cannot be copied because of condition or other factors.

We will not photocopy:

1. Any materials larger than ledger size (11" x 17"), including original format newspapers and maps.
2. Books that are available elsewhere within the Central Arkansas Library System.
3. Manuscript collections available on microfilm.
4. Materials widely available for interlibrary loan from other circulating libraries.
5. Manuscript or archival collections under donor mandated restrictions.
6. Entire manuscript/archival collections or large portions thereof. The larger the collection, the smaller the percentage of materials which will be photocopied. These decisions are made on a case-by-case basis by the Butler Center staff.

Other restrictions:

1. Scanners are not permitted in the reading room.
2. Cameras, digital cameras, video equipment, sound recording equipment, etc., may be used only with special permission from the Butler Center staff by appointment.
3. Written permission to publish or display reproductions of Butler Center materials must be secured from the Center prior to the use of the materials. Please request a "Permission to Publish Request Form" from the reading room staff.

Notice: Warning concerning copyright restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the 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 may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgement, fulfillment of the order should involve violation of the copyright law.



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Requestor's Name (Please print)	
Institution	Position
Address (Line 1)	Telephone
Address (Line 2)	E-mail address
City, State, Zip Code	

I have read the NOTICE on the back of this form, and I hereby request one photocopy of each of the items described below. These materials are for my exclusive use, for the sole purpose of research or study convenience. I understand that I am responsible for complying with the laws governing copyright and literary property rights.

Signature _____ Date _____

Circle one: Mail copies (\$2.00 minimum charge) Patron will pick up copies

Name of Collection: _____ MSS number: _____

Box & File	Description of material to be copied	Date of Item	Number of Pages	(for staff use)

Staff use: (Circle one) Request received

in person phone mail e-mail fax other