

Reproduction Policy & Price Schedule

Policy on Reproduction of Victoria University Library's Special Collections Materials and Price Schedule

All requests for photocopying and other means of reproduction of special collections materials will be considered by library staff. Due to the unique and often fragile nature of many of the materials in special collections, library staff, may at their discretion, choose not to make photocopies, digital scans or employ other means of reproduction of a given item in its collections.

The Library requires 24 hours turn around time on requests for photocopying. Staff will advise researchers on the response time for requests for scanning and on other means of reproducing materials, as times may vary.

The Library will not make reproductions of entire collections or major parts of collections for sale to individuals or institutions. In cases where a scholar finds it impossible to consult the originals, a request for the reproduction of a large collection of materials may be granted through the process of inter-library loan. The reproduction will be deposited with the requesting library for a specified period on the understanding that it will take responsibility supervising the use of the reproduction, of permitting access but prohibiting the making of further copies, and referring requests to publish to Victoria University Library. (see [Permission to Publish and Associated Fees form](#))

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Victoria University Library does not allow special collections users to photocopy or scan any materials from special collections themselves. All methods used to reproduce special collections materials must done in consultation with Library staff.

Price Schedule for Special Collections Reproduction or Format Conversion

Service Charge (applied to all reproductions)	\$10.00 - \$50.00
Permission to Publish	\$25.00 minimum

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On-site photocopying	\$0.15 per page
Microfilm Reader/Printer Charge	\$0.15 per page
Digital Scanning	\$1.00 per image scanned
Audio and Video Tape Conversion	Done externally. Costs vary.

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