

Olive Free Library Museum Room Duplication Policy

See also, [Duplication Fee Schedule](#)

Duplication Policy

1. Researchers must complete a [Duplication Request Form](#) before duplication orders can be processed.
2. Olive Free Library staff with Museum/History Room oversight (Library Director, Reference Librarian, History Room Coordinator) must approve collection reproductions. Requests may be denied if the staff deems such copying will harm the original item(s) or violates U.S. copyright law.
3. The staff of Olive Free Library will normally do all copying. Photographic reproduction or other copying services may be provided by other professionals or outside vendors as determined by library staff. Archives & Special Collections will consider requests by researchers to copy items with personal phones or cameras.
4. In cases where photocopying is not possible, staff may suggest other methods of duplication, such as microfilm or photography.
5. All copies (of whatever type) are provided for the researcher's personal use. Further duplication of copies is not permitted, nor may those copies be deposited in another institution.
6. In making use of copies, researchers assume full responsibility for any infringement of copyright or publication rights belonging to the author, the author's heirs or assigns. Researchers also accept responsibility for communicating with the holder(s) of copyright concerning permissions to quote or otherwise publish material protected by copyright.
7. In making copies available, Olive Free Library does not thereby grant permission to reproduce those copies or to quote extensively from them for publication. For

permission to publish material produced by Olive Free Library, please write to Archives & Special Collections, Olive Free Library . P.O Box 59, West Shokan, NY 12494 or helpdesk@olivefreelibrary.

8. Olive Free Library staff will process orders as quickly as possible. Requests from on-site researchers take precedence; research requests received through the mail, by phone or electronically will be handled as time and staffing allow.
9. Researchers agree to pay all costs incurred in making requested copies according to the established fee schedule, including expenses in preparing negatives, which will be retained by Olive Free Library.