

ONE National Gay & Lesbian Archives at the University of Southern California 909 West Adams Los Angeles CA 90007 (213) 741-0094

Reproduction Services and Guidelines

We are eager to assist patrons with their research projects by allowing photocopies of materials for personal use. The following guidelines apply:

- Permission to photocopy is handled on a case-by-case basis depending on the condition of the material and any existing copyright issues. If we believe that the material is too fragile or might be damaged by photocopying, the request will be handled by ONE Archives staff and special handling fees may apply.
- Photocopy requests handled by ONE Archives staff are filled as time and staffing permit. If
 we are unable to copy your material during your visit, we will mail the photocopies to you
 or you can pick them up.
- Due to copyright restrictions, no more than 10% of published material (published during or after 1923) is permissible.
- Photocopying and/or digitization of manuscript material may or may not be permitted, to be determined on a case-by-case basis by the archivist. Additional restrictions may apply to some collections, depending on copyright law and donor agreements.
- Limit: 100 copies per project.
- If you intend to publish material from ONE Archives' collections, you must complete the **Application for Permission to Publish** and pay any applicable fees (see **Reproductions and Use Fees** form). Supplying a photocopy is not an authorization to publish.
- Digital scanning will be handled by ONE Archives staff only and applicable reproduction fees apply; no personal digital scanners allowed.
- Any questions about the reproduction policy should be referred to a ONE Archives archivist.