

Mennonite Church USA Archives Personal Scanner Use Policy

Researchers may use a personal portable scanner to reproduce collection materials for study purposes only, and as allowed by the archives, based on the physical condition of the materials, copyright law, donor restrictions, and reading room rules.

I agree to the following conditions:

Repository procedures

- I will obtain permission from library staff before making any scans.
- I will include in each scan a strip provided by the library stating the repository name and copyright notice.
- It is my responsibility to keep accurate citations for all items scanned, which I will need when requesting permission to quote or publish.

Materials handling rules

- I will handle the materials with care and according to reading room rules.
- I will ask library staff for assistance with stapled or glued items and items in plastic sleeves.
- I will not use put archival materials into a document feeder scanner.
- I will not scan oversize materials that do not fit on the scanner bed.
- I understand that the library reserves the right to deny permission to scan collection materials at its discretion.

Copyright

I will use the scans for my private study, scholarship and research only.

- I will not publish the images in print, post them on the Internet, nor exhibit them.
- I will not donate, sell, or provide the photographs to another repository.
- I will request publication-quality images from the library at its standard fees.
- It is my responsibility to obtain permission to publish from copyright owners.

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 material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these 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 a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to indemnify and hold harmless Mennonite Church USA, its agents and employees against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these scans.

I have read and agree to abide by the terms and conditions above. I understand that my failure to follow them may result in the termination of my scanning privileges.

Signature

Date

Name (Please print)

List of collections scanned. Please print clearly.

1.	
2.	
3.	
4.	
5.	

Adopted 11/2013