

University Library
University Archives and Special Collections
2200 Bonforte Blvd
Pueblo, CO 81001
(719) 549-2475

archives@csupueblo.edu

<a href="http://library.csupueblo.edu/archives/">http://library.csupueblo.edu/archives/</a>

https://www.facebook.com/coloradochicanomovement

### **Publication & Digital Reproduction Policy & Procedures**

The CSU-Pueblo University Archives seeks to make its collections available in support of research and scholarship by members of the CSU-P community and others. However, CSU-P Archives users must respect copyrights and other legal rights held by other parties that may affect the use of materials in the collections. Therefore, the CSU-P Archives provides services on the following terms for purposes of supporting teaching, research, and other scholarship. This statement applies only if the use of materials is principally for research and scholarship. Uses that are principally for commercial purposes may be subject to separate agreement between the user and CSU-Pueblo Archives.

#### Reproduction of Materials from the CSU-Pueblo Archives

The CSU-P Archives offers various reprographic services upon request, including the provision of digital copies. The Archives has the discretion to make or not make the copies, and will do so only in a manner consistent with copyright law and any other obligations, and consistent with the conservation of the materials.

Reproductions are provided solely for the research use of the individual researcher. Researchers agree not to further disseminate copies to other institutions or individuals, but rather to refer said institutions or individuals to the CSU-Pueblo Archives for assistance.

# **Publication & Other Uses of Materials from CSU-P Archives**

If you wish to use any CSU-Pueblo Archives materials (whole or in part) for publication in any form, including all of the uses below, you must obtain the specific written permission of the owner of the physical property (CSU-P Archives) and make a good faith effort to obtain permission from the holder of the copyright.

Following is a list of uses for which you will need to seek permission to publish:

Public display in any form, electronic or hard copy. Publication in any form, whether modified or not. Use in television, video, or film.

You will not have to seek permission to publish if the purpose of your work falls under one of the following:

Non-profit educational purposes (class papers, research, classroom use). For purposes such as criticism, comment, and news reporting.

# Acknowledgment

The CSU-Pueblo Archives asks all researchers who use its collections to cite accurately and to acknowledge and give appropriate credit to the CSU-Pueblo Archives for supporting their research.

#### Citation

Citation format is as follows: [identification of item], collection name, Colorado State University-Pueblo Archives

# **Duplication Services**

The CSU-P Archives provides photocopy and scanning services for a fee, but reserves the right to restrict reproduction of its materials due to condition, size, or donor requirements.

Please allow 72 hours for orders to be completed. Low-resolution scans may be sent through email. High-resolution scans will be saved to a CD or uploaded to Google Drive. All reproduced materials may be picked up at the CSU-P Archives or mailed at no additional cost.

# <u>Photocopy – Standard (letter or legal size)</u>

CSU-Pueblo students, faculty and staff, state institutions – no charge up to 100 copies; 100+ \$0.10 per copy

Outside researchers -\$0.10 per copy up to 25 pages, 25+ \$.025 per copy

#### Scans (low resolution up to 300 ppi)

CSU-Pueblo students, faculty and staff, state institutions: no charge up to 25 copies; 25+ - \$0.10 per copy; add \$1 if burned to cd/dvd

Outside researchers - \$0.10 per copy up to 25 pages; 25+ \$.025 per copy; add \$5 if burned to cd/dvd

### **High Resolution Scans**

High resolution scans (300 pp+) may be provided for the purpose of scholarly publication upon completion of the *Permission to Publish form*. All requests must be reviewed and approved by the Archivist.

CSU-Pueblo students, faculty and staff, state institutions: High-resolution scan - \$1 per scan

Outside researchers: \$5 per scan

#### **Publication Fees**

CSU-Pueblo students, faculty and staff, state institutions requesting *Permission to Publish* will be charged a fee of \$5 per image.

Outside researchers requesting *Permission to Publish* will be charged a fee of \$20 per image.