

[University of Oklahoma Libraries](#)

[Western History Collections](#)

Policies and Fees

Jump to section:

- [Reading Room Policies](#)
- [Copy Policy](#)
- [Current Fee Schedule](#)

Reading Room Policies:

Availability of Materials for Public Use: Standard hours of operation are Monday through Friday, 8:00 a.m. to 10:00 p.m., Saturdays 9:00 a.m. to 1:00 p.m. Hours may vary during summer, intersession, and holidays. On home football game Saturdays the reading room is open until kickoff time. For questions regarding our hours, contact the reception desk at (405)325-3641, or view the [online hours](#).

Researchers are encouraged to contact the Western History Collections prior to an onsite visit to determine the availability and volume of desired materials. The Western History Collections does not allow materials to be circulated (checked out) from the reading room.

Application Procedures: Applicants who apply in person to the Reading Room shall complete and sign a Researcher Registration Form each day the materials are used. Researchers who apply to use Western History Collections materials shall furnish acceptable photo identification upon request.

Research Policy: The Western History Collections staff makes every effort to assist researchers, but extensive research projects cannot be undertaken. Staff members do not interpret information contained in the materials. Requests for information by telephone or mail are handled as time and circumstance permit.

Copy Services: On-site copies are provided for patrons in the form of photocopies. The charge for copies from books, journals and manuscripts is 25 cents per page, to be paid at the time of copy. Additional fees may apply for large orders, rush orders, and orders that require special prep work. Copies by mail are provided according to the [current fee schedule](#). For additional details, please see the [Copy Policy](#). Photographs, maps, and sound recordings have different copy charges, dependent upon the size and format requested. The Curator will limit any copy activity that endangers the physical preservation of the materials, or if the request interferes with the staff's ability to serve other researchers.

Reading Room Use:

Access: Use of certain published materials and manuscripts is restricted by law, by reason of their origin, or by donor agreement. For the protection of its holdings, the Western History Collections also reserves the right to restrict the use of unprocessed materials, or books and documents of exceptional value and fragility. Use of any material is subject to the approval of the Curator.

Copyright: Published and unpublished materials may be protected by Copyright Law (Title 17, U.S. Code). Permission to publish must be secured from the rights holders. Responsibility for determining the rights holders and adhering to copyright law rests with the researcher. Any copies of published and unpublished materials provided by the Western History Collections are for research, scholarship, and study purposes only, and are not to be placed on file in any other repository. Use of certain published materials and manuscripts is restricted by law, by reason of their origin, or by donor agreement. For the protection of its holdings, the Western History Collections also reserves the right to restrict the use of unprocessed materials, or books and documents of exceptional value and fragility. Use of any material is subject to the approval of the Curator. See also the

Copyright Notice within the [Copy Policy](#).

Researchers' Responsibility for Materials: Researchers acknowledge the receipt of all materials used by their signature on the Researcher Registration Form. The Curator will limit the quantity of manuscript materials made available in the reading room to four document cases at a time, with one document case on a desk at a time, and only one folder is to be removed from a document case at a time. Requests for boxes to be pulled must be submitted 45 minutes prior to closing time. Researchers are responsible for all materials delivered to them until they are returned to a staff member at the reference desk.

Keeping Materials in Order: Researchers shall keep unbound materials in the order in which they are delivered and filed. Researchers shall not rearrange materials appearing to be disordered, but shall notify the Curator about the condition.

Preventing Damage to Materials: Researchers shall exercise all possible care to prevent damage to materials. Researchers may use pencils in the Reading Room. The use of fountain pens, ball point pens, highlighters, or "rubber fingers" is not permitted. Materials shall not be written on, leaned on, folded anew, traced, fastened with rubber bands or metal paper clips, or handled in any other way likely to cause damage. Adhesive notes may not be attached to original materials. Researchers shall immediately notify a staff member should damage of any kind occur to any materials. Under no circumstances shall a researcher attempt to repair damage. The use of materials of exceptional value or in fragile condition may be subject to additional conditions the Curator may specify.

Microfilm Copies and Digital Access: The Western History Collections will not provide original materials for research use if digital access or a microfilm copy of the materials is available.

Removal of Materials: Researchers shall not remove materials from the reading room. Briefcases, books, backpacks, wraps, and other personal articles must be left in an area designated by the Curator. Researchers shall, on request, present for inspection on leaving the reading room, any package, envelope, or other article which could contain materials furnished for researcher use.

Use of Sound Recording Equipment: Researchers shall request sound recordings from a staff member who will instruct the researcher in the proper use of the equipment. Researchers shall operate equipment in a manner which will prevent damage to either the equipment or the material. The Curator may place time limitations on the use of sound recording equipment in order to permit other researchers access to the machines.

Use of Personal Copying and Recording Equipment: Researchers may request permission to photograph books and manuscripts using their own handheld devices. **Photograph collections may not be photographed.** Camera flashes are prohibited, and electronic equipment must not directly contact collection materials. Flatbed scanners are not allowed. All such photography is subject to staff approval and supervision. Researchers are solely responsible for recording their own citations for all materials used, copied, and photographed.

Conduct: Researchers are not allowed to eat, drink, or smoke in the reading room. Cell phones must be set to "Silent" and be used only outside the reading room. Loud talking or other activity which may disturb other researchers is also prohibited.

Pets: Researchers cannot bring animals into the reading room. Guide dogs for visually impaired persons are exempted from this regulation.

Retrieval: All stacks are closed. Research materials will be retrieved from and returned to closed areas by staff members. Researchers shall not enter the stack areas.

Recommended Citation: For citations in published or unpublished papers, this repository should be listed as the Western History Collections, University of Oklahoma Libraries, Norman, Oklahoma. Example: Melven Cornish Collection, Box 5, Folder 2. Western History Collections, University of Oklahoma Libraries, Norman, Oklahoma.

Copy Policy:

General Provisions

- The Western History Collections provides copies only for research use by the person requesting them. Copies provided are not to be used by other researchers or placed in any other library, museum, or repository.
- The Western History Collections reserves the right to limit or deny copy requests of rare or fragile materials.
- The number of copies that can be made from any manuscript or university archives collection is limited to 500 pages.
- All orders must be prepaid, and all sales are final.
- Credit cards are not accepted.
- Requests for copies of manuscripts, photographs, books, maps, posters, and sound recordings may not be submitted through interlibrary loan.
- The Western History Collections does not claim copyright to materials in the Collections. The researcher is responsible for determining copyright for any materials used.
- Permission to publish must be secured from the rights holders. Responsibility for determining the rights holders and adhering to copyright law rests with the researcher.
- The researcher is responsible for crediting the Western History Collections for any materials used.

Photographic Reproductions

Photograph duplication fees are [online](http://libraries.ou.edu/locations/docs/westhist/photos/fees.html) at <http://libraries.ou.edu/locations/docs/westhist/photos/fees.html> .

Reading Room Copy Policy

- All copying of books, periodicals, pamphlets, sound recordings, photographs, manuscripts, and maps on WHC equipment will be performed by WHC personnel.
- On-site patrons are responsible for completing their own citation slips for copies.
- Researchers may request permission to photograph books and manuscripts using their own handheld devices. **Photograph collections may not be photographed.** Camera flashes are prohibited, and electronic equipment must not directly contact collection materials. Flatbed scanners are not allowed. All such photography is subject to staff approval and supervision. Researchers are solely responsible for recording their own citations for all materials used, copied, and photographed.
- For on-site requests the rate of 25 cents per page is charged for copies from books, periodicals and manuscripts.
- Digital copies from books, manuscripts, oversized materials, and sound recordings may be purchased according to the [current fee schedule](#).
- Rush orders, and unusually large orders, and orders that require added prep work will be assessed an additional fee of \$50 to \$200, to be determined by the Curator.
- Requests for on-site photocopying should be submitted to Western History Collections staff no later than 45 minutes prior to closing time for same-day copying. Requests submitted after this time will be copied the next working day. The time necessary for copying photographs, maps, and sound recordings varies and is dependent upon workload.

Research by Mail Copy Policy

- Research and copy requests by mail incur the following charges: \$25 per hour research fee plus 25 cents per copied page and postage. See the [current fee schedule](#).
- All orders must be prepaid and most are filled within six to eight weeks.
- Requests that require extensive research or staff hours cannot be undertaken by mail.
- Rush orders, large orders, and orders that require added prep work are assessed an additional fee of \$50 to \$200, to be determined by the Curator.
- For license fees ("use fees"), see the [current fee schedule](#).

Copyright Restrictions on Copying

- Only two chapters per book or two articles per journal issue may be copied, or 20 percent of a book or journal volume, not to exceed 50 pages (whichever comes first).
- Only 20 percent of a musical score may be copied, as long as that portion copied does not comprise a performable unit of work.
- No portion of a work intended by the publisher to be consumed by the original user may be copied (e.g. workbooks, etc.)

Materials in the Public Domain

No laws restrict copying of public domain materials. However, the Western History Collections reserves the right to limit or deny copying in order to protect materials which might be physically harmed as a result of such copying.

Notice: 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 to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Current Fee Schedule:

For Copies of Books, Manuscripts, Oversized Materials, and Sound Recordings

(For copies of photographs, please see our [Photograph Fees](#).)

Photocopies: Black and white, 8 ½" x 11" or 8 ½" x 14" only.

Books (per page): \$0.25

Manuscripts (per page) - One page per photocopy: \$0.25

Shipping and handling for 100 pages or less: \$5.00

Low Resolution Digital Copies for Research Only: Less than 11" x 17" only. One page per scan. 150dpi.

Books (per page): \$3.00 *

Manuscripts (per page): \$3.00 *

*10 or fewer pages by e-mail: No transmittal charge

*CD for 10 or more pages: \$5.00

*Shipping and handling: \$5.00

High Resolution Digital Copies: Less than 11" x 17" only. One page per scan.

Books (per page): 300dpi: \$16 / 600dpi: \$18 *

Manuscripts (per page): 300dpi: \$16 / 600dpi: \$18 *

*10 or fewer pages by e-mail: No transmittal charge

*CD for 10 or more pages: \$5.00

*Shipping and handling: \$5.00

Digital Copies of Oversized Materials (Maps, Posters, Certificates and Diplomas) Single sheet, cannot have attachments or seals.

Large: one side must be less than 54". 300dpi: \$20 / 600dpi: \$25

Small: less than 11" x 17". 300dpi: \$16 / 600dpi: \$18

*10 or fewer pages by e-mail: No transmittal charge

*CD for 10 or more pages: \$5.00

*Shipping and handling: \$5.00

Sound Recordings:

Cassette to cassette: \$20.00

Cassette to CD: \$20.00

CD to CD: \$20.00

Reel-to-reel tapes: Minimum \$65 per hour conversion cost; price may vary.

Research by Mail:

Extensive research cannot be done by mail.

Research per hour: \$25.00, plus copy and mailing charges.

License Fees for Manuscripts, Maps, Posters, Certificates and Diplomas:

Not for profit publications and distribution: No charge

Commercial (for profit) publications and distribution:

Less than 5,000 print run: \$50.00

5,000 to 49,999 print run: \$75.00

50,000 to 99,999 print run: \$150.00

Over 100,000 print run: \$200.00

E-book/publication only: \$150.00

Advertising for film, t.v., Internet: \$100.00

Wall décor or exhibitions: \$75.00