



# ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

## Collections Reproduction and Use Policy

---

<i>Effective Date:</i>	03/20/2021	<i>Legal Review Date:</i>	
<i>Next Review Date:</i>	03/20/2026		
<i>Replaces:</i>	08/11/2012		AWKRRL-00016

---

### I. REPRODUCING COLLECTIONS MATERIAL

Photocopies are made available solely for the reference use of the applicant. Photo duplication of such copies is not permitted. Photocopies of manuscript materials remain the property of the Feather River Rail Society and are to be returned to the Society when no longer needed by the applicant.

In making copies of published materials, the Feather River Rail Society does not thereby grant permission to reproduce or quote extensively for publication. The applicant assumes full responsibility for any infringement of copyright or publication rights belonging to the author, his/her heirs, or assigns.

No complete collection may be copied.

Permission to publish manuscript materials from the Feather River Rail Society collections or to reproduce their contents in any form requires written approval in advance of publication from both the owner of the copyright and the Archivist of the Feather River Rail Society. Credit line must be given as follows: **Courtesy of the Feather River Rail Society, Arthur Walter Keddie Railroad Library, Portola, California**, is required. Other credit lines, when necessary, will be provided by the Feather River Rail Society.

The Feather River Rail Society reserves the right to review all copy requests and to withhold permission to copy if, in the professional judgment of the archivist or curator, copying would endanger the material; would violate copyright law; would violate donor-imposed or institutional restrictions; or would impose undue burden upon the Society's staff and other patrons.

Materials available for consultation online, such as through the Feather River Rail Society's web presence, [www.wplives.org](http://www.wplives.org), will not be reproduced for study purposes or made available for digital photography.

### II. AVAILABLE REPRODUCTION MEDIA

**Self-Service Copying:** There is no self-service copying service available at the Feather River Rail Society. Researchers may apply for single copies to be made by the Society's staff. Researchers are asked to limit copies to a maximum of 300 pages per twelve-month period or per project, whichever takes longer. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Processing of copy requests may require four to six weeks.

**Digital Scans:** Researchers may request digital scans of images and texts made by Society's staff. A preparation fee of \$25.00 will be applied to each order. Page limits on large text files may apply. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Scans may be e-mailed or copied to CD and sent by U.S. Postal Service or other carrier. Processing of digital scan requests may require four to six weeks.

In some cases the materials may be sent to an outside vendors for processing. Please allow additional time for this processing.

**Photo Lab Services:** The Feather River Rail Society does not have a photo lab. Photographic print copies of archival photos and some other materials may be available through outside vendors. Please see our *Reproduction Fee Schedule* for further information. All costs of these services are the responsibility of the requester. An additional postage and handling fee may be required, and is applied to each photo order and will be sent by U.S. Postal Service or other carrier. Processing photo lab orders may require four to six weeks.

### III. PHOTOCOPY, DIGITAL SCANS, AND OTHER REPRODUCTIONS OF ARCHIVAL MATERIALS

Researchers may apply for single-copy reproductions for study purposes only, unless otherwise specified in writing by using the *Document-Photo Reproduction Request* form. The Feather River Rail Society reserves the right to review all copy requests and to withhold permission to copy when deemed necessary due to fragility of the material, privacy or confidentiality considerations, or donor restrictions.

Researchers are asked to limit photocopies of paper materials to a maximum of 300 pages per twelve-month period or per project, whichever takes longer. Please see our *Reproduction Fee Schedule* for further information. Additionally, postage and handling charges may be applied. Processing of photocopy requests may require four to six weeks.

For digital copies, researchers may apply in writing by using the *Document-Photo Reproduction Request* form. Please see our *Reproduction Fee Schedule* for further information. Page limits on large text files may apply. Additionally, postage and handling charges may be applied. Scans may be emailed or copied to a CD and sent by U.S. Postal Service or other carrier.

### IV. PUBLICATION OF ARCHIVAL MATERIALS

Archival material, including photos (which may or may not be viewed on [www.wplives.org](http://www.wplives.org)), may be available for publication. Permission to publish material from the Feather River Rail Society Archives must be requested in writing. A formal request for permission should include the identification of the material to be published, including ID numbers of any photos requested from [www.wplives.org](http://www.wplives.org); the title of the proposed article, book, or dissertation; the journal title for articles; the name of the publisher for books and the anticipated date of publication.

All transactions are covered by the *Collections Materials Release* contract. Generally, use fees will apply. Please see our *Reproduction Fee Schedule* for further information. Clients will be invoiced, and prepayment of fees is required. Payment may be made by credit card (PayPal, MasterCard or VISA only), or by check drawn on an American bank.

### V. COPYRIGHT INFORMATION

Copyright Notice: The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproductions of copyrighted materials. 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 reproductions 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.

CHANGE LOG:

Date:	Action:	By:	Approved:
08/11/2012	Original		
03/20/2021	Update format	Kerry Cochran	