

Joyner Library Procedure Manual

200.58

Subject: Non-Library Material Scanning Procedure

Title: Non-Library Material Scanning Procedure

Operational Procedure - Date Adopted by the Library Services Faculty: May 15, 2008

Administrative Procedure – Date Issued by Administration:

Director: Larry Boyer

Date Revised:

Digital Collections may scan materials owned by faculty or independent researchers upon request. Acceptance of these jobs will be up to the discretion of the Digital Collections staff based on available resources and the state of the materials.

Digital Collections will scan up to 30 photographs or slides, or 1 book numbering 50 pages or less, per month. The return time for materials will be negotiated and communicated at the time of the request, but generally orders take between 1 and 4 weeks to complete.

For all scanning projects, requestors must sign a form releasing Joyner Library and East Carolina University from any responsibility for damage to materials in the course of digitization. If materials are fragile and staff suspect that damage may occur in the course of digitization, the requestor will be contacted and will need to respond via email with their instructions to continue or cancel the order.

Requestors must also sign a release form stating that they understand that it is their responsibility to ensure that materials are used within the bounds of copyright law, not that of Digital Collections, Joyner Library, and East Carolina University. Digital Collections reserves the right to refuse a scanning request if staff members believe fulfilling the order would involve violation of copyright law. Appropriate media for returning the images will be supplied by the requestor.

For scanning orders larger than the above, the charges will be assessed based on the price list maintained by Digital Collections.