

## Joyner Library Procedure Manual

200.58

**Subject:** Non-Library Material Digitization

**Title:** Non-Library Material Digitization Procedure

**Operational Procedure - Date Adopted by the EHRA Assembly:** May 15, 2008

**Administrative Procedure – Date Issued by Administration:**

**Director:**

**Date Revised:** December 6, 2018

Joyner Library provides scanners that all patrons are welcome to use to digitize their own material within copyright guidelines.

If the digitized file will be added to the Digital Collections repository, Digital Collections may digitize materials not owned or held by Joyner Library 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. 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.

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 allowing for the digitized item to be available in perpetuity via the Digital Collections repository, and stating that the requestor understands that they have the right to grant copyright and, if necessary, waive their FERPA rights. Obtaining copyright permissions is not the responsibility of Digital Collections, Joyner Library, or East Carolina University. Digital Collections reserves the right to refuse a digitization request if staff members believe fulfilling the order would involve violation of copyright law. Digitized files will be provided to the requestor via download; additional fees may apply if the requestor requires the files through physical media.

For large or intensive requests, the library reserves the right to require payment of compensation based on the price list maintained by Digital Collections in advance of the work being performed.