Baker Library Historical Collections
Digitization of Print Materials for Online Access

The following policy is designed to assist remote researchers by providing access to affordable, multipage digital surrogates from the content rich print materials of Baker Library Historical Collections (BLHC) via online delivery.

This service is only available for entire printed/published work(s). A request for reference scans of more than 50% of a work moves an order into this workflow. Researchers will then be responsible for the entire cost of digitizing the material for online access. **Note:** many materials do not qualify for this service.

All requests are considered on a case by case basis; acceptance is dependent upon, but not limited to, considerations of size, binding, condition, and copyright, donor, or other agreements. Qualifying materials must be in stable condition and have no copyright restrictions. Bound materials must - in the opinion of BLHC staff - safely open to 180 degrees. **There is a minimum of 25 images total required for this service.** If your item is fewer than 25 images, there are other services available, please contact BLHC staff.

The emphasis for this service is on legible content, with a capture resolution of ≤300 dpi, no cropping, and no tone/color matching.

If you require individual, high resolution scans suitable for publication, please refer to our [Digital Image Delivery Order Form](mailto:histcollref@hbs.edu).

All requests are subject to review by BLHC’s collections and conservation staff, and BLHC may not be able to fill all requests. There may be other services available, please contact BLHC staff for more information.

BLHC will not copy published works that are still under copyright protection.

- Many materials do not qualify for this service, including, but not limited to:
  - Visual materials such as photographs, trade cards, or broadsides
  - Manuscript or unpublished materials
  - Materials larger than 11” x 17”, or 15” x 20”
  - Materials available in full text elsewhere, including fee based subscription databases

Image files or hard copies are NOT delivered to requestors, but are available via online delivery through Harvard Library systems. This material will be freely and openly accessible through the Harvard Library catalog and any other open access repository partnered with Harvard. [Example](http://www.library.hbs.edu/hc/findingresources/index.html).

**Placing Requests for online access to entire printed work(s):**

Requests for this service should be placed through the [Baker Library Historical Collections reference desk](mailto:histcollref@hbs.edu) using a legibly completed Online Access Order form (included below)

All requests must include specific citations for each publication or work. For more information on how to locate BLHC materials, see [http://www.library.hbs.edu/hc/findingresources/index.html](http://www.library.hbs.edu/hc/findingresources/index.html)

**Pricing for online access to entire printed work(s):**

All orders are subject to digital photography fees:

- $1 per page

**Service charges for online access to entire printed work(s):**

All orders are subject to Baker Library Historical Collections service fees before any scanning or delivery take place. These fees include page counting in order to provide rough estimates for lab charges, handling, and metadata preparation. These fees are paid to BLHC even if an order is not eventually placed. These fees must be paid before the item is delivered to the lab for scanning.
Orders that require very complex handling or preparation are accepted at BLHC’s discretion.

**Preparation Fees:**
$25/hour (minimum charge $15)

**BLHC accepts:**
- HBS/HU Charge (33 digit codes)
- Credit Card (MC, VISA)
- Check (US funds only, payable to Harvard University)

**Turnaround times for online access to entire printed work(s):**

Turnaround times can vary based on the complexity of the order and the amount of preparation needed before item(s) can be delivered to the lab.

Images are posted to Harvard Library systems within 12 working days from receipt of payment and delivery of BLHC item to the lab.

Large orders may require additional time.

**Payment for online access to entire printed work(s):**

Baker Library Historical Collections can provide rough estimate after preparing items for scanning, but the lab will provide the final fees and patrons pay the lab directly for the duplication. The lab may ask for a majority down payment and bill the difference subsequent to imaging.

The lab will ask for prepayment and when it receives payment, Baker Library Historical Collections will deliver the items to be shot. The lab will then process and provide access to the order via an emailed link.

**The lab accepts:**
- HBS/HU Charge (33 digit codes)
- Credit Card (AMEX, MC, VISA)
- Check (payable to Harvard College Library)
- Money Orders (payable to Harvard College Library)

**Delivery for online access to entire printed work(s):**

Image files or hard copies are NOT delivered to requestors, but are available via online delivery through Harvard Library systems. This material will be freely and openly accessible through the Harvard Library catalog and any other open access repository partnered with Harvard.

Patrons will receive a link to the online surrogate when the images are posted.
Name: _____________________________________________________ Tel: _________________________

Affiliation: HBS _____ HU _____ Other (please specify): _____________________________________________

E-mail: ____________________________________________________

Research Topic: _____________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

**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 copy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, and 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.

- I agree not to reproduce, transfer, publish, broadcast, or re-post on the internet the image(s) without permission of Baker Library Historical Collections.
- I understand that Baker Library Historical Collections makes no representation that it is the owner of any copyright of materials.
- I understand that permission to use must be obtained from Baker Library Historical Collections and from any owner of the copyright.

Signature: ___________________________________  Date: __________________________________

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