



THE UNIVERSITY OF
MELBOURNE

Cultural Collections Reading Room
Information Sheet No.8

Guide to Copying

Our opening hours are:
Monday to Friday:
9.30am - 5.30pm
Wednesday
9.30am - 7.30pm

Please contact us on:

Special Collections:
Tel: 8344 5380
Fax: 9347 8627
<http://www.lib.unimelb.edu.au/collections/special/>

The University of Melbourne Archives:
Tel: 8344 6848
Fax: 9347 8627
<http://www.lib.unimelb.edu.au/collections/archives/>

Grainger Collection:
Tel: 8344 5270
Fax: 9347 8627
<http://www.lib.unimelb.edu.au/collections/grainger/>

Copying Archives and Special Collections Material

- Because much of the material available in Archives and in Special Collections is old, fragile or highly valuable, copying can only be carried out under certain conditions.

What Can I Copy?

- For conservation purposes, most Archives and Special Collections items cannot be photocopied. Instead, they can be scanned or photographed.
- Theses are exempt from this rule and can be photocopied, either partially or as a whole.
- Photography and digital scanning can be arranged on request. Please ask staff for details.
- For conservation reasons, copying requests for fragile items may be refused.
- Due to copyright restrictions, copying of unpublished material may be refused.

How Do I Make a Request For Copying?

- Copy request forms are available at the Reading Room desk. All copying requests must comply with current copyright standards.
- Please include as much detail as possible on each request form. If you are unsure of what to include, staff can assist you.
- Pre-payment is required for scanning and photocopying. Current copying charges stand at \$1.00 plus 50cents per page for books, journal articles or part theses.
- Copies of whole theses can be purchased for \$77.00 per volume, including GST and handling. Urgent orders and express postage (within Australia only) are extra.
- Payment can be made using library copy card, credit card, cheque or money order (both made payable to The University of Melbourne). Cash payments are not accepted.
- Photography and digital scanning charges vary, depending on the size of the job. Archives and Special Collections can supply a quote for this service. All photography and digital scanning jobs will be invoiced.
- GST applies to all copying requests.

How Long Will It Take?

- Allow at least five working days for general copying and 4-6 weeks for whole theses, unless by prior arrangement.
- Completed copying jobs can be picked from the Loans Desk, Baillieu Library, or posted out if required. Postage is extra, and must be pre-paid. Ask staff for details.