



THE UNIVERSITY OF  
MELBOURNE

## *Guide to Copying*

Please check the  
Special Collections  
webpage for Reading  
Room opening hours

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 Cultural Collections Material**

- Because much of the material held by the Cultural Collections is old, fragile or highly valuable, copying can only be carried out under certain conditions.

### **What Can I Copy?**

- For conservation purposes, most Cultural 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- Due to copyright restrictions, copying of unpublished material may be refused.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 \$88.00 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. Cultural 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.