

✧ Copy Services ✧

Syracuse University Library provides a wide range of photocopying services. Self-service copiers are available in several Library locations, and staff in Copy Services (lower level, E.S. Bird Library) will prepare copies upon request. All copying is done in compliance with the Copyright Law (Title 17, United States Code; see reverse for additional information).

Copy Cards may be purchased from card machines that are located near Copy Services in Bird Library and near copy machines in the Science and Technology Library and Moon Library (SUNY-ESF). One card costs \$1, which includes a \$.50 charge for the card. Full-value \$5 and \$10 cards are also available from some of these machines. Full-value copy cards also are available for \$10 (125 copies) directly from Copy Services. Unused value is nonrefundable.

Self-Service Copiers

	Card Operated (\$.08 per copy)	Coin Operated (\$.15 per copy)
E.S. Bird Library		
Lower level (Copy Services)	1 copier	
1st floor	2 copiers	3 copiers
2nd floor	1 copier	
3rd floor	1 copier	
4th floor	2 copiers	
Lower level (Media Services)	8 microfilm/fiche copiers (\$.10 per copy)	
Science and Technology Library		
	3 copiers	1 copier
	1 microfilm/fiche copier (\$.10 per copy)	
Physics Library (208 Physics)	1 copier	
Geology Library (300 Heroy)	1 copier	
Moon Library (SUNY-ESF)	2 copiers	1 copier

Note: Most self-service copiers will reduce and enlarge. Coin operated copy machines ordinarily will make change for quarters and dollars.

Copy Services: Hours

(014 E.S. Bird Library)

Monday - Thursday 8:30 a.m. - 10 p.m.

Friday 8:30 a.m. - 5:30 p.m.

Saturday noon - 5 p.m.

Sunday noon - 10 p.m.

Holiday and vacation hours vary. Please consult schedule in Copy Services.

Full Service Photocopying

(For further information, consult price list in Copy Services, 443-5525.)

Regular photocopies:	\$.20 per copy/side (up to 8 1/2"x14"); \$.25 (11"x17")
Reductions:	\$.25 per copy. Originals up to 11"x17" can be reduced to 25%.
Enlargements:	\$.25 per copy. Maximum copy size is 11"x17". Originals can be enlarged to 800%.
Transparencies:	\$.80 per copy for black and white overhead transparencies (8 1/2"x11") \$2 per copy for color transparencies (8 1/2"x11")
Large Document Copies:	Same size (maximum 36" wide) can be prepared at \$.25/sq. ft. with a \$2 minimum charge.
Reductions/enlargements:	\$.50/sq. ft. with \$2 minimum charge. Copies on vellum or poly film are also available. Contact Copy Services for pricing.
Color Copies:	\$1 per copy (8 1/2"x11"); \$1.50 per copy (11"x17"). Color transparencies are \$2 per copy. Color copies can be produced from 35mm slides for \$1.50 per copy. Color copies can be produced from digital files from networked workstations for \$2 per copy. Multiple paper color copies from the same digital file are \$1 each after the first copy.
Paper copies from microforms:	\$.20 per copy (8 1/2"x11"), \$.25 (11"x17"). Paper copies can be made from most microforms.
Digital copies from microforms:	\$.25 per copy (8 1/2"x11"). Digital copies can be made from most microforms.
Fax:	Telefacsimile services are available. Rates are as follows: Incoming messages: \$.75 per page. Outgoing messages: \$3 for first page, \$1 each additional page. \$10 international surcharge.

Inquiries concerning these and other services may be made at Copy Services (014 E. S. Bird Library). Staff members can provide estimates of cost and time to complete orders or suggest alternate solutions for projects outside the department's capabilities.

Copy Services cannot guarantee the quality of the copies produced, due to the technical limitations of copiers. Copy quality also depends on the quality of the original. Sample copies are available for inspection. Special charges may be added for additional work required, for special handling, or for any work completed on a subsequently canceled order. Payment may be made in cash, or by check, credit card, or interdepartmental order. Make all checks payable to "Syracuse University." All reproductions are prepared on order and may not be returned for credit.

NOTICE: 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 photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or 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.