



Photocopy Request Form

Name: _____
Address: _____
City/State/Zip: _____
Email: _____

**Please send requests
to:** Research Services
Kentucky Historical
Society 100 W. Broadway
Frankfort, KY 40601

Material to be Copied (Title, Author, Date)

Call No./ Collection No.

Pages to be copied

Calculate Fees (Steps 1, 2, and 3 Required for Total calculation)

Step 1: Processing Fee (\$5 per 25 pages).....\$ _____
(\$5 for 1-25 pages, \$10 for 25-50 pages, \$15 for 50-75 pages, etc.) Step

2: Cost per page

8 1/2" x 11" and 8 1/2" x 14"	\$0.50 ea.....\$	_____
11" x 17"	\$0.50 ea.....\$	_____
Microfilm (per frame).....	\$0.50 ea.....\$	_____
Maps Per linear foot.....	\$2.50 ea.....\$	_____

Step 3: Sales tax

6% of Step 1 + Step 2.....\$ _____

Total Fee Enclosed (Add Amounts from Steps 1, 2, and 3)\$ _____

Photocopy Policy:

- Only materials which will not be physically damaged by the process of duplication will be copied.
- When photocopies are unavailable, digital scans may be provided. Staff can provide a list of digital reproduction fees upon request.
- Bound oversized materials (ledger books, etc.), including those materials larger than 11" x 17" or with a spine wider than 3", may not be photocopied.
- Flat oversized materials (such as maps) can be photocopied if they are not larger than 36". Additional fees apply; please see staff for details.
- Due to the nature of these materials, staff cannot guarantee legible photocopies.
- Staff cannot copy materials in violation of U.S. copyright law. All responsibility for infringement of copyright is assumed by the applicant. (Title 17, U.S. Copyright Code)
- Scanners are not permitted in the library, but cameras (without flash) may be used to photograph material while researching onsite – please see the library use policies for additional access/use details.

Use and Quotation Policy (Archival Materials)

Written authorization to quote from, publish, or reproduce manuscript material from the Kentucky Historical Society collections must be obtained from the society. Fee may apply; please see staff for more information.