



DIOCESE OF HAMILTON

BISHOP FARRELL LIBRARY & ARCHIVES

REPRODUCTION REQUEST FORM

Reproduction of materials from the Bishop Farrell Library & Archives is provided as a service to expedite research and lessen wear on documents. The following regulations are set out to ensure for the appropriate use of materials and safeguard their preservation.

Please read the following regulations, list all items requested for reproduction, and sign the form.

1. Reproductions are made solely for the personal use of the individual researcher requesting them, for the purposes of research or private study only.
2. Reproduction in no way transfers copyright or property right, nor does it constitute permission to publish in excess of “fair use” or to display materials.
3. Separate written permission is required to publish, broadcast, exhibit, or display online any reproductions. A Request to Publish Form must be completed and approved.
4. Reproductions may not be transferred to another individual or organization, deposited at another institution, sold, or further reproduced.
5. Reproductions made by users will not be represented as official versions of the documents.
6. The Bishop Farrell Library & Archives may refuse to make reproductions due to the physical condition of the material, the amount of staff time required to complete the work, special restrictions imposed by the donor, copyright law, or property right statutes.
7. Reproductions may be completed by staff from the Bishop Farrell Library & Archives as either paper photocopies or scanned digital documents. There is \$25/hr fee for all reproduction services. Payment can be made by cash or credit card.
8. Personal cameras may be used. Staff will provide an Institutional Identification Card to be included in all photographs. To ensure proper citation and to facilitate relocation of items, the source of the material and its reference number must be captured in the reproduction. This information can be added to the Institutional Identification Card. Staff are available to assist.
9. Users accept full responsibility for complying with the Canadian Copyright Act and with any other restrictions that may apply to the collection. The Bishop Farrell Library & Archives assumes no responsibility for unauthorized use of collection material by users.

Please indicate a preferred method of delivery:

Digital File(s): FTP (Email)

Photocopy: Pick up copies Mail copies



BISHOP FARRELL LIBRARY & ARCHIVES

Item Date	Title/Description of Original Item	Reference Number (If Available)	Fonds/Collection Name	Box/File Number

Researcher Name:	Signature:	Date:
Received by: (BFLA Staff)	Date Received:	Date Completed: