

The University Library

University of Illinois at Urbana-Champaign

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The Library and its attendant units assist all users at no charge for initial inquiries. Some units provide fee-based research services for requests that require more extensive service, including research to describe the copyright status of works. Prior to initiating such transactions, the unit will gather enough information to provide both the user and the unit with an understanding of the amount of additional time that may be required to complete a research question. When available, graduate assistants may be hired at an hourly rate to conduct detailed research. Estimates for total time required will be provided upon request. Fees will not be assessed to any user prior to discussing the project with the requestor and obtaining his or her written agreement. Payment must be made in advance and any overpayment cannot be refunded. Reproductions, photocopies or PDF scans made during research may incur costs above the hourly research service fee.

III. Reproductions, Use, and Copyright

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IV. Citations and Credit Lines

1. **Citations** - To provide proper credit in an academic publication, exhibition guide, or other similar scholarly work, the author must include detailed bibliographic citations from an authoritative style manual for materials from the Library's collections. Custodial units will provide recommended citations for reproduced items.

1. **Credit Lines** - Where full citations cannot be provided, the basic credit line will note the full name of the custodial unit and the full name of the University. Examples include:

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- *The Rare Book & Manuscript Library, University of Illinois at Urbana-Champaign.*
- *The Sousa Archives and Center for American Music, University of Illinois at Urbana-Champaign.*
- *The University Archives, University of Illinois at Urbana-Champaign.*

The Library requests one complimentary copy of any publication or other dissemination of the work in any format.

Revised by the Reproduction and Use Guidelines Review Group: Feb. 2016

Approved by the Administrative Council: _____