

# KentuckyHistoricalSociety

## 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)

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### Call No./ Collection No.

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### Pages to be copied

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### Fees

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

### Cost per page

8 1/2" x 11" and 8 1/2" x 14" ..... \$0.30 ea...\$ \_\_\_\_\_  
11" x 17" ..... \$0.50 ea...\$ \_\_\_\_\_  
Microfilm (per frame) ..... \$0.30 ea...\$ \_\_\_\_\_

### Maps

Per linear foot..... \$2.50 ea...\$ \_\_\_\_\_

**Total Fee Enclosed** ..... \$ \_\_\_\_\_

### 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.
- Scanners and cameras are not allowed in the library.

### 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.