

Printing, Photocopying, or Scanning Materials for Out-of-town Researchers

1. UTEP Library staff do not do *research* for out-of-town scholars.
2. UTEP Library staff will provide copies, scans, or printouts of materials, within the limits of copyright law, specified by an out-of-town researcher.
3. Charges will be applied to all copies, scans, and printouts.
 - a. \$5 minimum charge for small orders.
 - b. \$0.20 per page + \$5 transaction fee for all orders of 20 pages or more, whether copies or scans.
 - c. \$10 each + \$5 transaction fee for images produced on special imaging equipment.
 - d. \$15 each + \$5 transaction fee for oversize images.
4. Requests may be submitted to the Special Collections staff for materials from Special Collections. 915-747-6725 (Claudia Rivers) crivers@utep.edu
5. Requests may be submitted to Media and Microforms for microform materials. 915-747-5682 (Juana Rivas) jurivas@utep.edu
6. Payments should be made by check made out to The University of Texas at El Paso Library or UTEP Library. Special Collections or M&M staff will submit the correct form, with the payment, to the Library Circulation Desk. [see two forms below]

**UTEP Library
Payment for Photocopies**

DATE _____

NAME _____

SERVICE _____

AMOUNT _____

Credit to Revolving Account No. 19-7000-0495

**UTEP Library
Payment for Scanning or Other Services**

DATE _____

NAME _____

SERVICE _____

AMOUNT _____

Credit to Revolving Account No. 30-4570-2996

Code 3900