**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