



POSTAL HISTORY FOUNDATION

Peggy J. Slusser Library

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LIBRARY SERVICES AND POLICIES AT THE POSTAL HISTORY FOUNDATION

Public service is a primary function of the Peggy J. Slusser Memorial Philatelic Library and the library may be used free of charge. Because the Slusser is a reference library, materials in the collection do not circulate. However, the library may be used by both members and non-members during regular library hours or by special arrangement.

Most requests for in-library reference assistance are routine and are provided as a part of the library's public service. Library staff and volunteers will do their best to help users to locate the information they seek and independent research may be done by patrons at no cost. Occasionally, requests for access to materials and research time by both members and non-members are beyond the scope of routine assistance. Because the library is a non-profit entity and receives no local or state funding, it must recoup costs associated with providing extensive time and materials to fulfill reference requests.

- All telephone or written requests will receive 15 minutes of reference time without charge.
- Queries estimated to require more than 15 minutes will be discussed with the requestor to reach an agreement on potential fees (see table below).
- Fees are payable in advance. Any overage will be refunded or accepted as a contribution to the library's acquisitions budget with the requestor's approval.

Staff time: \$25 per hour (for members), billed in half-hour increments; \$30 per hour (non-members), billed in half-hour increments

Photocopies: \$.25 per page for black and white; \$.50 per page for color

Shipping: Postage plus \$5 handling

Scanning

The following prices are for scans that are for personal use or individual research, and library patrons are responsible for ensuring they comply with all Copyright laws.

Some rare or fragile items may not be available for either photocopying or scanning. Fees for commercial use or publication will be determined on a case by case basis.

Onsite:

Researcher does the scanning = \$.25 per scan for the first 10, and \$.10 per scan after that

Library staff does the scanning = \$3 per scan for the first scan, \$1 per scan after that.

Researcher has own media (CD, memory stick, etc.) = no additional cost

Library provides CD = \$3 per CD (in addition to scanning fees)

Remote Request:

Library staff does the scanning = \$3 for the first scan, \$1 per scan after that.

Scans are sent via email = \$2 for each batch sent

Scans are copied onto a disc and sent to the researcher = \$5 (in addition to scanning fees) and postage.

NOTICE: THE SLUSSER LIBRARY MAKES EVERY ENDEAVOR TO COMPLY WITH COPYRIGHT LAW. HOWEVER IT IS THE RESPONSIBILITY OF LIBRARY USERS TO ENSURE THEY ARE NOT VIOLATING COPYRIGHT.