CalArts Library Image Services
REPRODUCTIONS POLICY

CalArts Library Image Services as the Library's digital image center is responsible for creating, acquiring, managing, preserving and providing access to digital still and moving image files. We provide digital still images for study, research and educational uses from Library collections materials; and for publication from CalArts copyrighted materials in the Archives and Special Collections. We are engaged in the preservation of the Moving Image Collections.

Requests for digital images are considered on a case by case basis to determine:

- Item format, uniqueness & physical condition
- Specific use
- Copyright
- Requester’s affiliation with CalArts
- Quantity and required staff time
- Reproduction charges

Requests may be denied on the basis of any of the criteria listed above.

Requests are supported from:

- Faculty, staff, and currently enrolled students for teaching, research, and study purposes, and other educational uses (such as professional conference presentations, etc.)
- Staff and faculty to support Institute publications, promotion, and publicity from Institute copyrighted materials, excluding audiovisual materials.
- External requesters for research and study purposes, and / or for publication requests of Institute copyrighted materials, excluding audiovisual materials.

Work queue priority is given to requests from faculty, staff and students for teaching, research, study purposes, and other educational uses.

Copyright Information

The Institute (CalArts) does not own the copyright to the majority of materials in the Library and Archives collections. Reproduction of copyrighted items beyond what is considered ‘fair use’ requires the written permission of the copyright holder.

The copyright law of the United States (Title 17, United States Code)\(^1\) governs the making of reproductions of copyrighted material and specifies conditions that libraries are authorized to furnish reproductions. All of the following sections apply to libraries and archives.

- **Section 107 of the Copyright Act**,\(^2\) or Limitations on Exclusive Rights: Fair Use. This section states that reproductions cannot be used for any purpose other than criticism, comment, news reporting, teaching, scholarship and research.
- **Section 108 of the Copyright Act**,\(^3\) or Limitations on Exclusive Rights: Reproduction by Libraries and archives.
- **Section 110 of the Copyright Act**,\(^4\) or Limitation on Exclusive Rights: Exemptions of certain performances and displays. This section specifies use of audiovisual materials in an educational institute.

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\(^1\) Copyright Law of the United States, Title 17 U.S. Code. [https://www.copyright.gov/title17/](https://www.copyright.gov/title17/)

\(^2\) U.S. Copyright Office, Library of Congress. [https://www.copyright.gov/fair-use/more-info.html](https://www.copyright.gov/fair-use/more-info.html)

\(^3\) Copyright Law of the United States, Title 17 U.S. Code [https://www.copyright.gov/title17/title17.pdf](https://www.copyright.gov/title17/title17.pdf)

\(^4\) Cornell Law School, Legal Information Institute, [https://www.law.cornell.edu/uscode/text/17/110](https://www.law.cornell.edu/uscode/text/17/110)
Materials that the Institute does not own the copyright:
Requests for reproductions of unique materials residing in the Library and Archives collections that the Institute does not own the copyright are considered on a case by case basis. Please be aware that CalArts’ students and faculty own the copyright to their unique works.

For some materials that reside in the Archives, it may be difficult to determine the copyright owner and what restrictions on use, if any, apply. Library Image Services and Archives will furnish information it has, if any, regarding the copyright owner and restrictions on use for particular material.

If the reproduction request is accepted, the requester must provide the necessary written permission/s from the copyright holder/s. Additionally, the requester will sign a use permission form that assumes all responsibility for any infringement of copyright, should they duplicate or distribute the item beyond the conditions stated in the form. The requester will agree to defend, indemnify, and hold harmless California Institute of the Arts Library and its officers, employees and agents against all claims, demands, costs, and expenses including all attorney’s fees incurred by copyright infringement or any other legal or regulatory course of action arising from the use of the digital images provided.

Materials that the Institute owns the copyright:
Digital images created from CalArts copyrighted materials residing in the Library and Archives collections may be requested for reproduction and used for research and study, or in publications, exhibitions, or other uses. CalArts copyrighted materials predominantly reside in the Archives.

Archives Requests
Requests for reproductions from Archives materials must be submitted online:
Archives Research Request form.

If the reproduction request is accepted, the requester will sign a use permission form stating the parameters of the use. Additionally, when reproduction fees are determined, payment must be received prior to delivery of the requested images.

Moving Image Collections Requests
Library Image Services does not consider requests either for reproductions of Moving Image Collections items, or for stills from those items. Some unique items in these collections have been reproduced for preservation purposes, and for in-house viewing for research, study or teaching only.

The Library’s Moving Image Collections contain student films and documented student and faculty performances. For student and faculty performances documented by a CalArts hired videographer, reproductions cannot be made as copyright clearances may not have been obtained for all portions of the performance, such as music, and permission of the individuals or students involved may not have been obtained.

Library Image Services & Archives  
Reproductions Price List

<table>
<thead>
<tr>
<th>Requester</th>
<th>Digital Image for Research, Study, or Teaching</th>
<th>Digital Image for Publication, Exhibition, or Other use</th>
<th>Photocopy</th>
<th>MP3 Audio File or CD</th>
</tr>
</thead>
<tbody>
<tr>
<td>CalArts Faculty, staff &amp; students</td>
<td>No fee</td>
<td>No fee</td>
<td>$1.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>CalArts Alumni</td>
<td>No fee for first 10 scans. $2.00 for each item over 10, per requester per year.</td>
<td>$10.00</td>
<td>$1.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>External Non-profit or Individual Researchers</td>
<td>No fee for first 10 scans. $2.00 for each item over 10, per requester per year.</td>
<td>$25.00</td>
<td>$2.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>External Commercial</td>
<td>No fee for first 10 scans. $2.00 for each item over 10, per requester per year.</td>
<td>$100.00</td>
<td>$2.00</td>
<td>$50.00</td>
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CalArts faculty, staff and students, please contact Library Image Services for digital image requests for your research, teaching, study and other educational purposes.

Archives users must submit an Archives Research Request form, and adhere to the guidelines in examining and using Archives materials as stated.

Delivery for External and Alumni Requests
Standard delivery time can vary from 2 week to 4 weeks. Inquire with Library Image Services if a specific deadline is needed.

Digital files may be delivered via email or file transfer, dependent on requested items.