

INFORMATION SERVICES FEES FOR OUT OF STATE RESIDENTS

The La Crosse Public Library offers research services for a fee for non Wisconsin residents (non-residents who have a WRLS library card are exempt from these fees). These fees are based on the amount of time taken to search for, make copies, and answer your request. If you desire these services, please complete both sides of this request form, sign it, and return it to the:

La Crosse Public Library
Attn: _____
800 Main St.
La Crosse, WI 54601-4122

Email: archives@lacrosse.lib.wi.us
Fax: (608) 789-7161

Reference Dept. (608) 789-7122

Archives Dept. (608) 789-7136

Requester Signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Staff Use Only: Archives Reference Staff Initials _____

Research Fee: _____

Photocopy Costs: _____

Microcopy Costs: _____

Computer Print-Out Costs: _____

Copying Time Cost: _____

FAX Cost: _____

Postage: _____

Deposit: < _____ >

TOTAL DUE: _____ Within 10 days

MAKE CHECKS PAYABLE TO : LA CROSSE PUBLIC LIBRARY

FEE SCHEDULE FOR OUT OF STATE RESIDENTS

If you desire these services, please complete both sides of this request form.

Research Charge: \$10.00 per each ½ hour (minimum charge of one-half hour)

- Limit the research to _____ hour(s)
- Research thoroughly; no time limit [Note: a \$25 deposit is required for this service before work is undertaken]
- Further instructions: _____
- _____
- _____
- _____

There are additional charges for copying and/or faxing materials:

Photocopies:	10¢ per 8½" x 11" page; 15¢ per 8½" x 14" page; 20¢ per 11" x 17" page
Microcopies:	25¢ per page
Computer Print-outs:	10¢ per page
Fax:	1-3 pages = no charge; 4-9 pages = \$4.00; 9-30 pages = \$5.00

For a copy order that exceeds 30 pages, additional charges of \$8.00 per ½ hour of staff time are applied. We reserve the right to limit each request to a maximum of 125 photocopies, 50 microcopies, or 50 computer print-outs. We will accept only one request at a time and require three-four (3-4) business days to complete the order. For individual orders estimated to be over \$20:00, we also require a \$25.00 deposit (cash, check or money order) before we will undertake the task.

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy of reproductions is not to be "used for any purposes other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.