Reproduction Policy for Louisiana State University at Alexandria Archives and Central Louisiana Collections

No materials may leave the Reading Room. All photocopying will be performed by archives staff. Archives staff retains the right to refuse to copy materials they deem too fragile. Digital cameras are allowed in the archive, and patrons may use that device to reproduce materials with permission of the Archivist.

Copies and reproductions of materials in the LSUA Archives and Central Louisiana Collections will be made under the “fair-use” clause in the US Code. Copies are for personal research purposes.

LSUA Archives and Central Louisiana Collections does not hold the copyright for all works not yet in the public domain. Permission to reproduce images or materials from these collections must be obtained from the copyright holder before any reproductions can be made. Permission to publish must also be sought if the researcher intends to publish.

Digital Scans:
Patrons, under the archivist’s direct supervision, may digitally scan certain documents. Patrons must provide their own storage media.