

## Photocopy Cost

- 10 cents per copy with the following exceptions:
  - From one to five pages whose content is retrieved from the website of the Knowledge Center Library, such as book lists.
  - From one to five pages dealing with services for students on the campus of UNR.
  - Any additional pages over the five or printouts of any other subject will be accessed the fee.
- Our machine will take only Wolfbucks. There are no cash services.
- Wolfbucks can be added to Wolfcards using the Card Management Center (CMC) available next to the Library Services desk on the second floor and @One one the first floor in the Knowledge Center, Savitt Medical Library, DeLaMare Library and the Joe Crowley Student Union.

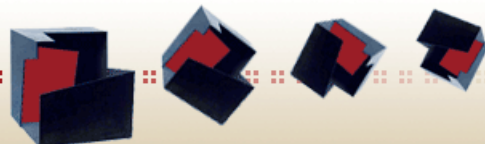
## Fax Cost

Charges for sending or receiving a fax are:

- Domestic (Local and U.S.) — \$1 for up to 5 pages (including cover sheet); \$.25 for each additional page
- International — \$2.00 for up to 5 pages (including cover sheet); \$.50 for each additional page

The fax number for the Basque Library is **775-327-5385**.

Contact Basque Library Services for more information at 775-682-5590.



## **Archive Cost**

**Outside of copyright consideration, some of our materials were donated with the stipulation of no duplication. Please see staff for what materials fall under this stipulation.**

### *Digitized Images*

\$4.00 per image for a 400 dpi tiff file of an image (other resolutions and formats available on request). \$1.00 per CD, if required

### *Postage/Handling*

\$4.00 for orders to be mailed.

### *Use Fees*

**No use fee will be charged for one-time, one-edition use as described below:**

Student papers, theses, or dissertations.

Official use by the university in university-related publications.

Scholarly use, such as publication in a scholarly journal.

Use by nonprofit organizations.

**A fee of \$25.00 per image will be charged for one-time, one edition use in:**

Textbooks.

Research by commercial consultants, including legal, historical, and architectural researchers.

Newspapers, magazines, films, or videos published in Nevada.

**A fee of \$100.00 per image will be charged for one-time, one-edition use in:**

Commercial display or exhibit.

Commercial publication (non-scholarly journal or mass audience books).

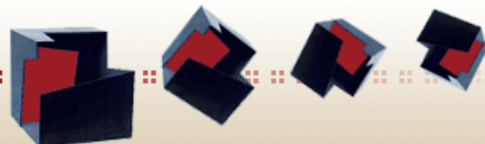
Advertisements.

Other commercial ephemera (menus, brochures, posters).

Newspapers, magazines, films, or videos published outside of Nevada.

Commercial websites.

These fees may be negotiable under certain circumstances.



## **Personal Belongings**

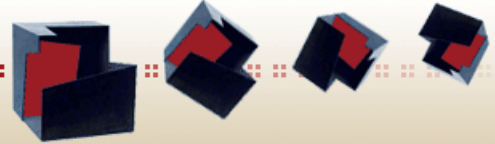
In order to safeguard the valuable materials, all individuals using the reading room must place all belongings that are not needed for research in the lockers at the reference desk.

## **Basque Library Lockers**

There are 6 lockers that are available for students while they do their research that day. Please read the rental policy below. The lockers are only available between the hours of 8:00am - 5:00pm, Monday-Friday. They will be emptied at the end of every day and items will be turned into the main library's lost and found.

## **Basic Rental Policies**

- Lockers are distributed on a **first come, first served** basis. When all lockers are checked out, a waiting list will be made. This process is subject to change depending on the number of locker requests.
- Do not put your own lock on any locker. It will be removed.
- There will be one locker rental per student per day.
- You must empty and clean your locker at the end of the day.
- The Basque Library is **not responsible** for any lost, stolen or damaged items resulting to personal property.
- The Basque Library reserves the right to inspect locker contents if deemed necessary.
- Do not store perishable or prohibited items in the locker.



## **Note-taking**

Pencils are provided for use. Ink pens, indelible pencils, and correction fluid are not allowed in Special Collections. Limited electrical outlets are available for laptop computers.

## **Using materials**

Take care to prevent damage to the valuable and often fragile materials found in the Basque Library and Archive Department. No marks of any kind may be made on materials.

When using manuscript materials, remember that they are often fragile, one-of-a-kind items that require special handling. Remove only one folder at a time from the box and mark the folder's location with a blue flag. Place the folder flat on the table before opening it and do not remove materials from the folder. Use pink and green flags to mark items you wish to have copied.

Place fragile books on foam book rests to protect their bindings, and turn pages from the outside edge.

Keep original photographs in their mylar sleeves and handle them by their edges. Cotton gloves will be provided for handling some of the photographs and other materials.

You will be responsible for the care of materials provided for your use until they have been checked back in by a staff member.

All photocopying and scanning of Basque Library materials is done by staff. Photocopies are \$.10 per page. Depending on staffing and the size of the photocopy order, requests can usually be fulfilled within 24 hours.

The Basque Library reserves the right to restrict access to materials that are not arranged, are being processed, or are exceptionally valuable or fragile.