

Copying in the Research Library of Tomsk State University

Research Library of TSU offers:

- Copying (copy machine);
- Photocopying.

Copying of items from the library stock is carried out on a fee basis.

By request of users, the library copies:

- separate articles and small volume works, short document fragments (up to 48 pages) as a single item exclusively for usage in research and academic purposes.

Library users are responsible for the use of copyrighted materials copied from the library stock.

Copying of items (fragments) from the library stock is carried out in the library building at copying points by trained staff.

In compliance with the national standard 7.87 –2003 “Rare Books” General requirements”” users are not allowed to copy:

- All materials from the Department of Rare Books and Manuscripts;
- Documents published before 1946;
- Books in bad condition (materials with yellow and fragile paper, with detached spine or pages, with worn out sewing);
- 19th – early 20th century newspapers, including Siberian and worn out newspapers.
- Volumes with Coptic binding (without joint), or that higher than 3 cm;
- Books with tightened and bonded boards (with wire or stings);
- Books with perfect binding;
- Materials exceeding the size of scanner glass (A4, A3);
- Materials that can't be opened up to 180 degrees or with spines higher than 4 cm.

Only librarians at copying points may determine if the material may be copied, based on the limitation of copying and the condition of the item.

Information copying (saving) from databases on the users' electronic media.

Electronic information copying (saving) is carried out in the library building on a USB Flash Drive (flash memory) or in the “Shared folder” on the desktop.

For academic and research purposes with non-commercial use, users can copy (save):

- fragments of documents, without the consent of the author or other copyright holder;
- any kinds of works that have passed into the public ownership or are not subject to copyright from local (“E-library of TSU”, Garant, Consultant) or freely distributed databases;

- copies of articles and small-volume works (fragments up to 48 pages) included in the licensed database for which a subscription is made in compliance with the terms of the contract or license;

Users are not allowed to copy (save) entire journal editions; systematically copy (save) document fragments from the same e-journal number by the same user.

Photocopying of public or non-copyrighted documents is allowed for free to individuals using library's equipment and within library's boundaries.

According to the photocopying rules, a reader must get allowance from a librarian to photocopy required materials.