

Photocopying rules at Research Library of Tomsk State University

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

Readers are not allowed to photocopy:

- 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 may determine if the material may be photocopied.

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