**Section 3010.60 Copies** **and Printouts**

a) The State Library shall provide copies and printouts in answer to reference requests and interlibrary loan within the guidelines of the U.S. Copyright Law (17 USC 1 et seq.). The format and number of copies provided will depend upon the size and condition of the item to be copied. The format and number of copies also depend on staff availability and scheduling. Copies, including scanning, will be made only from materials in the library's collection.

b) State employees who are not engaged in work-related inquiries and the general public shall be charged for copies and printouts at the following rates:

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| Black and white photocopies  and printouts | $.25 per square foot or fraction thereof. No charge for Illinois libraries up to $10. |
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| Color photocopies and printouts | $1.00 per square foot or fraction thereof. No charge for Illinois libraries up to $10. |
|  |  |
| Scanning to library-provided storage disc or other electronic storage device, aerial photos and other digital images | $1.00 per square foot or fraction thereof based on the size of the original area to be scanned. There will be a one-time $10 set up fee per order if there is no pre-existing digital image of any of the items included in the order. No charge for Illinois libraries up to $20 for the total order. |
|  |  |
| Digital copy of digital aerial photo or other digital image | $4 per image. No charge for Illinois libraries up to $12. |

(Source: Amended at 36 Ill. Reg. 3217, effective February 16, 2012)