

- ✘ Photography is subject to the physical condition of the original record and prior approval of the reference archivist on duty.
- ✘ Researcher must supply own camera and take own photos.

Downloadable digital copies

- ✘ The Archives is striving to make more of its digitized analog holdings directly available through its online database, SFU AtOM (<http://atom.archives.sfu.ca>). The volume of materials directly available online will initially be small, but will grow over time. Researchers can download digital access copies directly from SFU AtOM where copies are available. There is no charge for this service.

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Researchers can request copies of analog holdings that are digitized or born digital materials that for copyright or privacy protection reasons are not made available online. The Archives reserves the right to determine resolution and format output when digitizing analog holdings.

There is no charge for in-house reproductions. However, researchers should use the time estimates given below when planning their reproduction requests. Note that wait times may be longer depending on the volume of requests and the size and complexity of the files. Please consult with reference archivist on duty (archives@sfu.ca) before placing a reproduction request.

Digital scans of analog textual records:

- ✘ 1 EB files for scanning = 1 week.
- ✘ Add 1 week for each additional EB files.

Digital scans of analog photographic negatives, or slides:

- ✘ 1 EB images for scanning = 1 week.
- ✘ Add 1 week for each additional EB images.

Digitized sound recordings from analog audiocassette tapes:

- ✘ 1 EB cassettes = 1 week.
- ✘ Add 1 week for each additional EB cassettes.

Copies of born digital records:

- ✘ 1 EB files = 1 week.
- ✘ Add 1 week for each additional EB files.

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The Archives does not have the technical facilities to make the following types of copies:

- ✘ Scans of oversized textual or graphic materials.
- ✘ Digitized copies of sound recordings from steel analog originals.
- ✘ Digitized copies of moving images from videotape or film reels.

Simon