



## Tebo Library – Special Collections & University Archives

**POLICY TITLE:** **Tebo Library Special Collections & University Archives Reproductions and Permissions**

**POLICY PURPOSE:** This policy applies to situations when the reproduction and display of materials held by the Tebo Library Special Collections & University Archives exceed the allowances made under Fair Use. Further, this policy describes terms for reproducing and obtaining permission to publish those materials.

**BACKGROUND:** The Tebo Library Special Collections & University Archives seek to support the educational and research mission of the university and the library by collecting and preserving original manuscripts, books, and other items in various formats with an emphasis on items that document university history and various aspects of Kansas history.

Special Collections & University Archives makes its collections accessible to a broad spectrum of users: the Fort Hays State University (FHSU) community (faculty, staff, and currently enrolled students), affiliates, visiting researchers, publishers, media outlets, and the general public.

The collections are intended primarily for research, but may also be used for exhibit, publication, and other appropriate purposes.

It is understood that all users of Tebo Library Special Collections are bound by copyright laws codified in [Title 17 of the United States Code](#).

**APPLIES TO:** This policy applies to any person, company, or institution wishing to reproduce, whether in person or by request, or publish digital and physical materials held by Tebo Library Special Collections & University Archives for purposes that exceed allowances made under Fair Use.

**DEFINITIONS:** Special Collections & University Archives - unique materials held by Tebo Library which, because of their content, value, condition, rarity, or irreplaceability, are housed separately from other library collections.

Application – the Application for Permission to Publish, Quote, Broadcast, or Exhibit Items from Tebo Library Special Collections & Archives and Tebo Library Digital Collections.

Reproduction – the creation of a physical or digital copy of materials held in the Tebo Library Special Collections & University Archives.

License – expressed, written consent granted by Tebo Library Special Collections & University Archives allowing the licensee permission for a one-time use only of materials whose copyright is held by Fort Hays State University with nonexclusive worldwide rights in all languages in the medium and format stated in this application. Permission is valid only for the individual, company or institution to whom it is specifically issued and may not be transferred, assigned, sold or otherwise disposed of without written permission from Special Collections & University Archives.

Affiliate – current & emeritus FHSU faculty, university and FHSU Foundation staff, and currently enrolled FHSU students. Affiliate-status is also extended to current faculty, staff, and enrolled students of other Kansas Board of Regents' (KBOR) institutions and the University Press of Kansas.

Non-Affiliate - All other persons not defined as an affiliate.

Fair Use – refer to [17 U.S. Code § 107: Limitations on Exclusive Rights: Fair Use.](#)

Applicant – any person requesting reproductions of Tebo Library Special Collections & University Archives' materials and/or permission to publish, quote, broadcast, or exhibit those materials.

**POLICY STATEMENT:** Materials in the Tebo Library Special Collections & University Archives are available for use by affiliates and non-affiliates primarily for research purposes.

### **Reproductions**

Applicants may request reproductions of both physical materials held in Tebo Library's Special Collections & University Archives and digital surrogates available through Tebo Library Digital Collections and Archives Online. Applicants wishing to publish or otherwise use reproductions in a manner that exceeds the allowances made under Fair Use must complete and submit the [Special Collections & University Archives' Application for Permission to Publish form](#) stipulating the:

- Applicant's contact information including their status as an FHSU affiliate or non-affiliate
- The intended use of the reproduction(s);

- If used in publication(s), requested publication information;
- The desired delivery format of the reproduction;
- Special Collections & University Archives materials under request for reproduction;

All Applications for Permission to Publish are reviewed by library staff. Requests may be denied or limited based on factors such as copyright compliance, donor restrictions, or the condition of the item. Tebo Library reserves the right to refuse a reproduction request if, in its judgement, fulfillment of the order would involve violation of copyright law.

The copyright law of the United States ([Title 17, United States Code](#)) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions.

One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If an applicant makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that applicant may be liable for copyright infringement.

The applicant will adhere to the [Application for Permission to Publish](#) and the provisions of copyright law.

The applicant is responsible for any costs associated with the licensing, reproduction or retrieval of the requested materials, assessed according to the application’s Licensing and Reproduction fees. This information is also posted on the Special Collections & University Archives’ Fees and Licensing webpage.

### **Permissions**

Permission must be specifically granted by the copyright holder in order to publish, exhibit, or otherwise display Tebo Library Special Collections & University Archives and Tebo Library Digital Collections and Online Archives’ materials when such use exceeds “fair use” allowances.

If Tebo Library does not own copyright, it is the applicant's sole responsibility to determine the copyright status and to obtain any required permissions from the copyright holder and pay any copyright fees. The applicant must provide written permission from the copyright holder to the library prior to receiving any reproductions.

In instances where Tebo Library does own copyright, all non-affiliate applicants are required to pay a license (as defined above) fee ***in addition*** to any costs associated with the reproduction or retrieval of the requested materials, assessed according to the application's Licensing and Reproduction fee schedule. This fee schedule is also posted on the Special Collections and University Archives' Fees and Licensing webpage.

**EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

**RELATED DOCUMENTS:** Application for Permission to Publish, Quote, Broadcast, or Exhibit Items from Tebo Library Special Collections & Archives and Tebo Library Digital Collections

[Fee Schedule](#)

**RESPONSIBLE OFFICE:** Tebo Library

**RESPONSIBLE UNIVERSITY**

**OFFICIAL:** Dean of Library Services, Tebo Library

**ORIGINATION DATE:** February 2026

**REVIEW CYCLE:** Every three years

**POLICY ADDRESS:** <https://www.fhsu.edu/library/admin/policies/index>

Approvals:



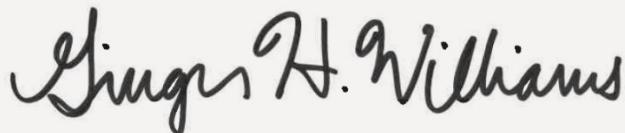
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Coordinator, Special Collections & University Archives

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02/03/2026

Date



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Dean of Library Services

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02/03/2026

Date