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ARS staff reserves the right to refuse to copy material that may be damaged by photocopying. Material cannot be photocopied if there are donor-imposed restrictions on reproduction, or if the original is owned by another repository.

Each patron registered in the Archives Research Rooms is allowed a maximum daily limit of twenty-five photocopies at 50 cents per page. All copies are made by ARS staff using the patron's library card. ARS staff can write up an order for additional copies to be processed by the Digital Services Lab staff.

All photocopy requests must be submitted to the desk fifteen minutes prior to the room closing.

Patrons identify materials for reproduction with photocopy markers, which are provided at each table in the Archives Research Room. Researchers note the pages to be copied on the markers, and then place them directly in front of the selected documents. Patrons may keep these markers and are urged to annotate them with a complete citation to the copied materials. Patrons should return the entire closed folder, box, or volume to the Research Room desk for the copies to be made.

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