MEMORANDUM

To: CUL staff

From: Peter B. Hirtle

Subject: Affidavit as to the authenticity of a photocopy

Date: 27 March 2013

The Library occasionally receives a legal request to authenticate a copy of a document made from Cornell’s holdings. We cannot speak to the authenticity of any item in our holdings, but we can assert that what is provided to the patron is an accurate copy of what we own.

The Office of University Counsel has prepared for our use a standard affidavit that can be used to respond to such a request. The form can be filled out with the appropriate information and then notarized by a notary public. (There is a notary in CUL Human Resources, and colleges may have their own notaries.)

Libraries that have recently offered this service have charged $100 for the certification, in addition to any photocopying charges. Any fees collected should be remitted to the Library Finance and Budget Office.

It is also possible to modify or even replace the form if patron needs dictate. Questions about the process or requests to have the University Counsel’s office clear the use of a different document can be directed to me.