

Reproduction request form

Requestor co	ontact information (Please Print)				
Name		Will pick up copies			
		Please e-mail copies			
E-mail	Phone	·			
L-111ali	1 Hone				
	Intended Use of Material:				
☐ Thes	☐ These materials are for personal research and will not be copied, reproduced, or publicly displayed.				
☐ Thes	se materials will be published or displayed in prin	t or online. (Please attach Permission to Publish form)			
	WARNING CONCERNING COPY	RIGHT RESTRICTIONS			
The copyrion material.	ght law of the United States governs the making	of photocopies or other reproductions of copyrighted			
Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.					
This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.					
PLEAS	E DISCUSS YOUR REQUEST WITH REFEREN	NCE STAFF BEFORE COMPLETING THIS FORM			
Requests for reproduction of material will be considered when such duplication can be made without injury to the material, when it is within the Archives policy, and when it is in accordance with donor agreements and copyright restrictions. When allowed, single copies will be provided for the requestor's reference use only.					
In making copies available, the Archives does not thereby grant permission to reproduce or quote for publication. Requests for permission to publish must be submitted in writing to the Archives. In addition, when the Archives does not hold the copyright, permission of the copyright holder must also be obtained by the requestor. (The requestor assumes full responsibility for any infringement of copyright or publication rights belonging to the author, his/her heirs, or assigns.)					
	The Requestor is responsible for the costs of all copies produced in accordance with this request. Unclaimed orders will be discarded after six weeks.				
Request for:					
☐ Photocop☐ Scans		PDF or Image (.jpg or .tiff)?			
I make this re	I make this request in accordance with the provisions of the copyright law and the policies of the Archives.				
Signature of	Requestor	Date of Request			
Staff Use C	Only:	Order Reviewed By:			
[Cop	_				
[Pub	lication-quality scans @ \$15.00 ea.]	Postage and Handling			
		Total Paid			

Collection or Record Group #	Folder # or Title	Description of Item	Pages to Copy