

REQUEST FOR PHOTOCOPIES

University Archives
& Special Collections
Beulah Williams Library



northern *State* university

Reading Room Use Only

Please Mail Copies

Will Pick Up Copies

Mailing Address of Requestor (Please Print)

| | | |
|---------|--------------------|-----|
| Name | Telephone / E-mail | |
| Address | | |
| City | State | Zip |

WARNING CONCERNING COPYRIGHT RESTRICTIONS

- The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.
- 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.

PLEASE DISCUSS YOUR REQUEST WITH REFERENCE STAFF BEFORE COMPLETING THIS FORM.

- Requests for photoduplication 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.
- Photocopies and microfilm of manuscript material remain the property of the Archives and are to be returned to the Archives when no longer needed by the requestor. Further photoduplication of copies provided is not permitted.
- 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.

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

Reduction OK? Yes No. The Requestor is responsible for the costs of all copies produced in accordance with this request. Unclaimed orders will be discarded after six weeks.

Staff Use Only:

_____ Copies @ \$.10 ea. _____

Order Reviewed By:

Postage and Handling _____

Total Paid _____

