

REQUEST FORM FOR COPYING MATERIALS**NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) 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 specific 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 a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

USER INSTRUCTIONS AND GUIDELINES

Special Note: Use and copying of certain materials may be restricted due to the fragile nature of some materials, special formats, or proprietary rights.

1. Prior permission must be obtained before making any copies of Texas Collection materials. Copying includes use of Texas Collection scanning equipment, cameras, cell phone cameras, photocopiers, and other image producing equipment.
2. The person obtaining copies and signing below (the "User") agrees to defend, indemnify, and hold harmless the Texas Collection, as well as Baylor University, its regents, officers, employees, and agents against any claims, demands, costs, and expenses resulting from User's actual or alleged copyright infringement or any other legal or regulatory cause of action or claim arising from the copying and use of the Texas Collection materials.
3. **The Texas Collection does not necessarily hold the copyrights, privacy permissions, releases, or public rights to the photographs and other materials in our collection. It is the User's obligation to determine copyright status and holders, meet the holders' requirements, and honor restrictions.**
4. Unless the Texas Collection is the Copyright holder, or the User has permission of the copyright holder, or can show that the material is in the public domain, or can show that an entire copy cannot be obtained at a fair price, only excerpts of materials may be copied; that is, User may obtain copies of one article or other contribution to a copyrighted collection or periodical issue or copy a small part of any other copyrighted work.
5. Copies will not be made of pictorial or graphic works unless the Texas Collection is the copyright holder, or the User has permission of the copyright holder, or User can show that the material is in the public domain, unless the pictorial or graphic works are published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced in accordance with number 4 above.
6. Items to be copied must be listed on the back of this form.
7. The Texas Collection does not sell reproductions. The fee paid by Users for copies is to reimburse the Texas Collection for services and expenses incurred in making copies. **Reproductions are made only for purposes of private study, scholarship, or research in lieu of a loan of the materials.**
8. By copying materials, the User does not receive permission to publish manuscript and photographic materials in whole or in part. For materials in which the Texas Collection is the copyright owner, such permission must be obtained in writing from the Texas Collection prior to publication. The Texas Collection does not thereby give up its own right to publish or its right to permit others to publish the materials. Proper credit shall be given in citations and shall read: **The Texas Collection, Baylor University**; and if the materials are a significant resource for the publication, the Texas Collection requests a copy of the published work. **For materials in which another party is the copyright owner, User must obtain permission from the copyright owner.**
9. Reproductions are the property of the User and may not be sold, loaned, or in way transferred to any person, entity, organization, or library without permission of the Texas Collection, and additional copies may not be made.

I have read and understand the Notice Warning above and the User Instructions and Guidelines for reproducing materials from the Texas Collection and agree to abide by and to be bound by them.

Print Name: _____ Signature: _____ Date: _____

Email: _____ Phone: _____

Mailing Address: _____

REQUEST FORM FOR COPYING MATERIALS

Collection Name: _____

Indicate Type of duplication: scan, photocopy, digital camera, cell phone or other

Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____
Box: _____	Folder: _____	Item: _____

Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____
Call Number: _____	Title: _____	Page #: _____