Personal Research Reproduction Request

The J. Willard Marriott Library Special Collections makes copyrighted and public domain materials available for research, teaching, and scholarship.

Copying of copyrighted materials by U of U libraries for a patron’s personal use is governed by U of U Policy 7-013, http://regulations.utah.edu/research/7-013.php

1. The making of a single reproduction of copyrighted matter, including works contained in the collections of the university libraries or archives or obtained by interlibrary loan, is permitted if:

   1. The University reasonably believes that the reproduction is made without any purpose of direct or indirect commercial advantage;

   2. the copy will become the property of the user;

   3. the university has no notice that the copy will be used for any purpose other than private study, scholarship, or research; and

   4. such reproduction and the intended use to be made of it constitute, fair use.

Public domain works are materials no longer protected by copyright law. Investigate copyright and public domain status: http://www.lib.utah.edu/research/copyright.php

**Special Collections reserves the right to refuse permission when such imaging would cause injury to materials, and/or violate donor restrictions.**

Please add acknowledgement of the use of Special Collections materials: Special Collections, J. Willard Marriott Library, University of Utah. Include complete and accurate citations (call number, item numbers, and/or page numbers) for all items reproduced.

Scan request: (Ex. Title/Call Number/Page Number OR Collection Number/ Box Number/Folder Number OR Collection Number/ Box Number/Folder Number/Image Number OR Collection Number/AV Item Number/AV Item Title)

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

Last Updated: 8/31/2016 AC
Special Collections Personal Research Reproduction Request Form

Delivery Options

___ Digital Scans: ___ Online ___ Pick-up
___ Screen Resolution ___ Print Resolution

___ Photocopies: ___ Pick-up ___ Mail (+ shipping costs)

___ Digital Audio and Video: ___ Online ___ Pick-up

Contact Information

*Name ____________________________________________________________

*Preferred Contact (email/phone) _______________________________________

Mailing Address (required for mail requests)
__________________________________________________________________
__________________________________________________________________

Agreement

Standard orders take 2-4 business days. Payment required before delivery. Fee schedules and estimated timelines for large requests, and audio and video items that have not yet been digitized, will be arranged with curators/archivists.

I agree that the reproductions provided are for my personal, scholarly use only.

Patron Sign _________________________________________________________

Special Collections Staff _____________________________________________

Date _______________________

-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- Library Staff -- -- -- -- -- -- -- -- -- -- -- -- -- -- --

$.25 for each reproduction/AV file
(Fee waived for orders under 10 reproductions/10 AV files)

______ Total number of reproductions/files (Added by SPC Staff)

______ Subtotal (Calculated by SPC Staff)

______ Utah State Tax (Added by Reserve staff)

______ Total amount due (Calculated by Reserve staff)

Last Updated: 8/31/2016 AC