Photocopy Request from Manuscripts

Name:____________________ Institutional Affiliation:____________________
Address:__________________ E-Mail:____________________
________________________________ Phone:____________________

Order taken by:________________
□ Current UC Faculty or Staff
□ Current UC Student
□ Non UC

Payment is in advance, via cash or check made out to “Regents of the University of California”

Collection # / Title  Box & Folder #  Pages/ Description  # of Pages Copied

□ Onsite Request
# of copies:__________________
Price per copy:________________
Total:____________________
(Includes tax where applicable)

Total:____________________
(Adjusted if tax is NOT applicable)

□ Offsite Request
Other Fees:__________________
Paid:____________________ (date and initial)
Receipt #:__________________
Paid by:□ Cash  □ Check
□ Dept. Recharge (UCD Fac/Staff only)
#____________________

I affirm that this photocopy order is in compliance with U.S. copyright law, and that I accept the policies and terms on the back of this document. Please sign the back of this form.

Staff Use Only

□ Onsite Request

□ Offsite Request

Other Fees:__________________
Paid:____________________ (date and initial)
Receipt #:__________________
Paid by:□ Cash  □ Check
□ Dept. Recharge (UCD Fac/Staff only)
#____________________
Terms and Conditions for Reproduction Requests

**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 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.

- I assume all responsibilities for my use of the material, and hold Special Collections harmless from any liability for copyright infringement, defamation, invasion of privacy, or other violations of state or federal law. I agree to indemnify, defend and hold harmless The Regents of the University of California, its officers, agents and employees from and against any and all claims, liability, loss, expense, including reasonable attorneys’ fees, or claims for injury or damages arising out of my failure to comply with the above requirements.

- Photocopies of manuscript material remain the property of Special Collections and are to be returned when no longer needed by the patron. Further duplication of copies or deposit in other agencies is not permitted.

- Special Collections provides reproductions following guidelines intended to protect the originals and only when the condition of the original permits.

- Special Collections reserves the right to refuse a reproduction request if, in its judgment, fulfillment of the request would involve violation of copyright law or other restrictions that may apply, such as privacy issues.

- Special Collections, therefore reserves the right to decline or truncate copy orders.

- Materials are reproduced for research use only and may not be used for either publication or any other public purpose without the express written permission of Special Collections. Permission may be obtained by completing a “Permission to Use” form.

- If permission is granted, I agree to acknowledge the library as the owner of the materials as follows [Identification of item], [Collection Name], [Collection Number], Special Collections, University of California Library, Davis.

- Because ownership of the actual physical materials is separate from ownership of the copyright in the materials, permission to use and/or reproduce may need to be sought from separate owners. Therefore, I AGREE NOT TO PUBLISH OR OTHERWISE REPRODUCE ANY OF THE MATERIALS LISTED ON THIS FORM WHICH ARE SUBJECT TO COPYRIGHT WITHOUT FIRST HAVING OBTAINED WRITTEN PERMISSION FROM THE COPYRIGHT OWNER, OR HIS OR HER HEIRS OR Assigns.

Signature: ___________________________ Date: ___________________________