

Application for Duplication of Closed Collection Materials

Copyright Obligations & Policies

Permission to obtain a photocopy or other facsimile of material does not constitute permission to reproduce, distribute, publicly display (including posting on the World Wide Web), or make other protected uses of the copy if it is protected under copyright law (Title 17, U.S. Code). The user of the copy may engage in such protected uses if he or she obtains permission from the holder of copyright of the original materials, if the term of copyright in the original material has expired, if the use is a "fair use" under copyright law, or other applicable exemption. The user of the copy is responsible for determining which uses are lawful, obtaining any required permission, and paying any required fee.

Reproduction is a privilege and not a service that must be rendered on demand. The physical condition of the items involved, the number of items requested, donor restrictions, or the intended use by the researcher determines whether or not permission is granted. Special Collections reserves the right to refuse a duplication request if, in its judgment, fulfillment of the order would violate copyright law or damage the materials. **We will not duplicate an entire folder or collection, or more than 10% or one chapter per publication, unless it is in the public domain.**

Use of Personal Camera

Researchers may use hand-held cameras to photograph materials as long as they a) do not use flash, b) do not disturb other researchers, c) agree to handle materials as outlined in the Researcher Registration agreement, and d) understand that these images are allowed for private research only. Materials may not be moved outside of the Dougherty Reading Room, unless by permission of the Reference Archivist. For publication-quality or high resolution digital images, researchers may request scans by completing this form and a Permission to Publish Request. Special Collections reserves the right to prohibit photography of any of its holdings.

Agreement

I, _____, agree that the following reproduction(s):
(print name)

- are to be made solely for my private study, scholarship, or research
- will not be reproduced, altered, or reused in any way (including posting on the Web or altering digitally)
- will not be examined by or transferred to any other person or institution without the prior written permission of the appropriate Special Collections unit coordinator

I understand that if I wish to publish or present in public the reproduction(s), I must receive permission from the appropriate Special Collections unit coordinator and complete a Permission to Publish Request form. I also understand that Special Collections makes no representation that it is the owner of the common law copyright or literary property in any unpublished manuscript, photograph, drawing or other item in its archives, and that permission to publish must also be obtained from the owner of the copyright (including the author or the author's transferees, heirs, legatees, or literary executors).

In consideration of my being granted permission to reproduce materials from Special Collections on the terms set forth above, I agree to defend, indemnify and hold harmless The University of North Carolina and its Board of Governors, Appalachian State University and its Board of Trustees, and their respective officers, administrators, employees, and agents, and each of them (herein the "University parties"), from any costs, expenses and damages relating to any claim against the University parties whatsoever and howsoever arising from my copying and/or other use of the Special Collections material(s) reproduced pursuant to this permission, including but not limited to claims for copyright infringement.

Signature of Researcher: _____ Date: _____

Researcher Name (please print): _____

Collection Name & Number: _____

Book Title & Call Number: _____

Box #	Folder #	Series & Folder Title	Description of Item/Book Pages to Copy	Date of Item	Pages
TOTAL					

Type of Duplication

Photocopy

- B&W
- Color

Document Scan

- B&W
- Color

Audio

- Audiocassette to audiocassette, standard
- Audiocassette to CD
- CD to CD

Video

- VHS to VHS
- VHS to DVD
- DVD to DVD

Image Scan (complete specifics below)

Size (e.g. 4x5, 8x10): _____

Scan Type: Color Grayscale

DPI (Dots Per Inch): _____

File Format: TIFF JPEG Other _____

Special Instructions: _____

Intended usage: _____

Policies for Duplication

All reproductions, except for those made by digital camera or other approved means, will be made by Special Collections staff. Special Collections provides exact reproductions of original material with no or limited editing.

Scans of Images are available based on staff time, condition of items, and intended usage. Requests for images that have not already been digitized will incur a preservation fee. Payment for image scans must be received before delivery; please discuss your request with a staff member before paying.

Audio and Video requests that do not have a preservation master will incur a preservation charge. Special Collections cannot duplicate any commercially-produced audio or video material due to copyright restrictions.

Off-Site Researchers must complete this form and a Researcher Registration form to initiate a duplication request. Return completed forms to Greta Browning, Special Collections, Belk Library and Information Commons, Appalachian State University, ASU Box 32026, Boone, NC 28608-2026

STAFF USE ONLY:

Request filled by: _____

Date filled: _____

Delivery Method (circle one):

Pick up at library Mailed Emailed

On-Site Off-Site (Circle One)

Total Number Copies: _____

Total Number Scans: _____

Amount Charged: _____

Payment (circle one): Cash Check Billed