



## Permission to Duplicate

### Conditions

1. Duplication is available by request only. There is no self-service duplication available in Archives and Special Collections .
2. Special Collections reserves the right to refuse duplication due to the physical condition of the material, restrictions placed on the material, or copyright laws..
3. Special formats, fragile documents, and oversized items may be subject to additional handling fees.
4. Payment must be received before duplicates are provided. The archive can only accept checks or exact change.
5. Orders will be filled in within 5-10 working days. If duplicates are required in less than 10 days, the order may be subject to additional rush fees. Large orders may also be subject to additional fees.
6. Permission to publish must be obtained separately from the copyright holder. The provision of duplicates does NOT constitute permission to publish.
7. Permission is granted for one time use and reproduction only; any subsequent or different use constitutes a reuse and must be applied for in writing.
8. Any use of material obtained from Arkansas State University Archives and Special Collections must be cited.

---

#### NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U. S. 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 reproductions. 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 copy order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

---

Signature	Date
Printed Name	ID Number
E-Mail Address	Phone Number
Mailing Address	

# Duplication Request Form

Proposed use of materials: \_\_\_\_\_

Call Number	Collection Name / Title	Box, Folder, Page Number	# of Pages	Scan or Copy	File Format and Resolution	Cost

**Delivery Instructions:**

- Will pick up scans/copies
- Send scans via email
- Send scans via DropBox
- Send copies via mail

**Payment:**

Payment Received by \_\_\_\_\_

Cash \_\_\_\_\_

Check # \_\_\_\_\_

Department Account #: \_\_\_\_\_

**Total :** \_\_\_\_\_

Request Accepted by \_\_\_\_\_

Date \_\_\_\_\_

Copies made by \_\_\_\_\_

Date Order Completed \_\_\_\_\_