BOSTON UNIVERSITY

Howard Gotlieb Archival Research Center
Photocopy Request Form

Within the archives, photocopying of unpublished manuscripts requires written permission of the donor and/or creator of the material. Correspondence cannot be photocopied without the permission of both parties involved: the writer of the letter, and the recipient or owner of the letter. Unpublished material no longer governed by copyright, and previously published material in the "public domain" will generally be permitted. **Staff must approve all photocopying based on these considerations.**

COPY LIMITS: 75 page limit for large collections, 30 page limit for small collections.

- **Copies cost twenty-five cents per page for on-site requests,**
     fifty cents per page for off-site requests,
- **Handling charges apply for larger orders.**
- **We accept cash and checks made payable to:** *Boston University*.
- **Payment must be made before the order is copied.**

~~~~~~

NOTICE! 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 reproduction. One of these specified conditions is that the photocopy or reproduction is not used for any purpose other than private study, scholarship, or research and are not to be reproduced or placed in another repository. 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 copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Date:_____

Name: _____   **Telephone Number:** _____

Collection Consulted: _____

Total Number of Copies Requested: _____

Title of Book / Description of Material   **# of Pages**

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____
Applicant's Signature   **Approved (Archivist)**

********** OFFICE USE **********

Invoice Sent (date): _____   Paid (date): _____   Rev 11.11

Title of Book / Description of Material   **# of Pages**

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____