

Staff only
of pages _____
amount rec'd _____
initials _____

Mail completed form to: **INDIANA HISTORICAL SOCIETY LIBRARY,
450 W. Ohio Street, Indianapolis, IN 46202-3269**

Name (print clearly) _____

Address _____ City _____ State _____ ZIP _____

Telephone _____ E-Mail _____

PHOTOCOPYING POLICY—PRINTED COLLECTIONS

1. The Library reserves the right to refuse a request for copies when, in the opinion of the professional staff, filling the request would risk damage to the item(s) being copied.
2. If condition is not an issue, items will be photocopied according to the "fair use" provisions of the U.S. Copyright Law (Title 17, U.S. code). The library will not provide more than one copy of material.
3. Copies of printed materials are made for private study, scholarship, or research use only; except for "fair use," they may not be published or reproduced in any fashion without prior written permission from the copyright holder.

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 researcher makes a request for, or later uses a photocopy or reproduction for purposes in excess of this "fair use," that researcher may be liable for copyright infringement.

This institution reserves the right to refuse a request for photocopying if, in the judgment of the professional staff, filling the request would violate copyright law.

I hereby acknowledge that I have read the above warning and related information printed on this form, and understand that written permission must be secured from the copyright holder prior to publication of any and all photocopied material, and that I assume full and complete legal responsibility for any infringement of copyright that might occur from the use for publication of this material, and that I indemnify the Indiana Historical Society for any and all losses, costs, or legal fees that accrue to the Indiana Historical Society through my failure to obtain in appropriate permissions.

The photocopies hereby ordered will be used for the following purpose only: _____

Signature _____ Date _____

Title _____
Call No. _____ Vol. No. _____
Page Nos. _____

Title _____
Call No. _____ Vol. No. _____
Page Nos. _____

Title _____
Call No. _____ Vol. No. _____
Page Nos. _____