

APPLICATION FOR PHOTOGRAPH/MANUSCRIPT USE
The Denver Public Library – Blair-Caldwell African American Research Library
2401 Welton Street
Denver, Colorado 80205
720-865-2401

Date _____

Name _____

Address _____ City _____

State _____ Zip _____ Telephone _____

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Purpose/subject of research:

Affiliation:

Material requested:

___Manuscript



___Photograph

I agree to abide by the Rules Governing the Use of Manuscripts/Photographs (see other side) established by The Denver Public Library. I agree to publish no portion of these manuscript/photographic materials without written permission. Also, I assume sole responsibility for any infringement of copyrights, literary rights, or other rights that pertain to these materials.

Signature _____

* * * * *

FOR LIBRARIAN USE ONLY

Identification (DPL card, license, school I.D., other):

Application received by _____

Checked for restrictions: Yes / No

When do you plan to finish? _____

Checked-in at _____

Checked-out at _____

Guidelines governing use of manuscripts/photographs at the Blair-Caldwell African American Research Library The Denver Public Library

You must use a locker to secure your belongings prior to conducting research

Photographs

1. Maintain original order by examining photographs/negatives from only one folder at a time; use of folders (and albums) is limited to five. Do not mix contents of folders.
2. Please use white gloves (provided) when handling negatives/photographs.
3. Staff will make photocopies for you, if possible/appropriate.
4. Consult with staff about commercial uses and obtaining prints.

Manuscripts

1. Retrieval rarely exceeds one hour. Expect a twenty-minute wait, however.
2. Upon completion of application (on reverse side), qualified researchers may view manuscripts.
3. No manuscripts leave the library; use is restricted to the reading room.
4. The Blair-Caldwell African American Research Library permits only computers (not cases) inside the reading room. Researchers may use their own paper and pencils. If necessary, staff reserves the right to inspect personal belongings and research notes.
5. Researchers will view microfilm or duplicates, in lieu of originals, when such copies exist.
6. Notify staff when checking in and departing. Do not leave material unattended.
7. Photocopy will occur only if:
 - integrity of document is not compromised
 - no copyright issues prevent duplication
 - in accordance with donor agreement

Moreover, staff always copies manuscripts; it may take 36 hours or longer to complete order.

8. Permission to publish any portion of a manuscript must be obtained in writing. If circumstances allow, the Library will grant such a request. In giving permission to publish a manuscript, The Denver Public Library does not forfeit its rights to print the manuscript or grant permission to others: nor does the Library assume any responsibility for infringement of copyright or publication rights of the manuscript held by the writer, heirs, donors, or executors.
9. Researchers must cite the Blair-Caldwell African American Research Collection, The Denver Public Library when using material for publication purposes.
10. Researchers cannot request more than one box at a time; they must use one folder from a box at a time; and, users must maintain original order within each folder and box. If a collection is deemed especially valuable, only one folder can be used in the reading room at a time – the proctor will keep the remainder of the collection at the reference desk.
11. Speak with a librarian if questions arise.