Instructions: Please complete and sign this form and return it to Reference Desk staff.

I am requesting photocopies of the materials (listed on the reverse side of this form). I understand that in requesting this service I am bound by the four Terms of Agreement listed below.

Signature___________________________________  Date__________________________

1. Only Blair-Caldwell staff may complete photocopy orders; it may take 36 hours or longer to complete a photocopy order. Upon receipt of copies, the applicant agrees to pay promptly the full cost of reproduction. The Library reserves the right to request deposits or require prepayment in some cases. The charge for photocopies is 25 cents per page. Postage rates will apply. The Library reserves the right to refuse to copy fragile materials or those with restrictions.

2. Reproductions are for research, teaching or private study use (of the applicant) only. They may not be donated to other repositories. The Library will not copy more than 25% of any collection. Please exercise selectivity in making requests.

3. The signer agrees to cite the Blair-Caldwell African American Research Collection, The Denver Public Library, and to secure permission in advance to publish or broadcast any item, in whole or in part, from its collection. This permission may be granted only in so far as the rights governed by the Blair-Caldwell African American Research Library. The Library claims only physical ownership of most special collections materials. Persons wishing to broadcast or publish this material must assume all responsibility for identifying and satisfying any claims of literary property rights or copyrights.

4. The applicant agrees to hold harmless the Blair-Caldwell African American Research Library, The Denver Public Library, its employees and agents from and against all suits, claims, actions and expenses out of the use of the reproductions provided by the Blair-Caldwell African American Research Library.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, U.S. Code) governs the use of photocopies or other reproductions of copyright materials; under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the 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 held liable for copyright infringement; this institution reserves the right to refuse to accept a copying order, if, in its judgement, fulfillment of the order would involve violation of copyright law.

Name and mailing address of requester:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Telephone/e-mail:___________________________________________________________

Copies will be: Picked up_______ or Mailed_______
What material do you want copied?
(Supply precise information on this sheet and on flags.)

<table>
<thead>
<tr>
<th>Collection name/#</th>
<th>Box #</th>
<th>Folder # and material identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ARL10 – John Miller</td>
<td>Box 1</td>
<td>Folder #5 - Beecher Island Annual (pp. 3-8)</td>
</tr>
</tbody>
</table>

**STAFF USE ONLY**

Date received:  
Date completed:  
Order taken by:  
Order completed by:  

Credit card number and expiration date: ____________________________

# of copies  
@ 25 cents = $_______

Postage and handling  

TOTAL DUE:__________

Last update: 28 April 2003