

Washington University Libraries  
Gaylord Music Library Special Collections

REQUEST FOR REPRODUCTION OF MANUSCRIPT MATERIALS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

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 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 copyright law.

Reproduction Rules:

The Music Librarian reserves the right to make decisions about what materials can be photocopied, photographed, microfilmed, digitized, or otherwise duplicated based on the condition of materials, access restrictions, and copyright restrictions.

Patrons desiring to duplicate materials from Special Collections must complete and return this Request for Reproduction of Special Collections Materials form

In certain cases, written permission of the copyright holder may be required before the department will authorize reproduction.

Permission to conduct research with reproductions of Gaylord Music Library's materials entails an obligation that a scholar complete and return a Notification of Intent to Quote from or Publish Materials form before quoting from or publishing Special Collections materials. Publish means quotation in whole or in part in seminar or term papers, theses or dissertations, journal articles, monographs, books, digital forms, photographs, images, dramatic presentations, transcriptions, or any other form prepared for a limited or general public.

Patron Information:

Name:

Street Address:

Institution:

City/State/Zip:

Phone:

Delivery instructions:

Type of duplication:

- pick up at Special Collections
- paper copies (10 cents an image)
- U.S. Mail
- 35mm color slides (\$5.00 an image)\*\*
- Express Mail
- 4x5 b&w neg., continuous tone (\$15.00 an image)\*\*
- digital image (\$15.00 an image)\*\*

\* Delivery will be charged at cost.

\*\* Publishable images may require written permission of the copyright holder.

I agree to abide by all the rules and directives given above and pay all fees assessed.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Location	Call #	Pages/Images	Special instructions