

**Oakland University Archives and Special Collections  
REPRODUCTION REQUEST FORM**

Check one:       scans               photocopies

Method of delivery: In person \_\_\_\_\_ Mail \_\_\_\_\_ (add address) \_\_\_\_\_  
or Email \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Name of Researcher \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ (optional)

*Note: special projects may require extra research and handling fees. Consult with archivist.*

Collection name; Box and folder number or other description to help locate the item	Description of Document including type and date. For book, give author, short title, and pages	Staff only

<p><b>\$5.00 per scan (beyond 5- except OU staff for their work)</b>  <b>\$0.25 per photocopy</b>          Total: \$ _____ x _____ photocopies/ scans = \$ _____          Postage and handling: \$ _____  <b>TOTAL: \$ _____</b></p>
--

*All users must read and sign the copyright statement on the reverse side.*

- Online payment: <http://oakland.edu/library/store>

**Oakland University Archives and Special Collections**  
Kresge Library, Oakland University - 2200 North Squirrel Road - Rochester, MI 48310  
(248) 370 -2419

**CONDITIONS GOVERNING USE**

The Oakland University Archives and Special Collections make available to the public a reproduction service for its collections for personal and scholarly use. Certain conditions apply:

- √ Reproductions are provided for one-time use.
- √ Granting permission to reproduce materials does not absolve requesters from securing permission from the copyright holder. *Users assume all responsibility for questions of copyright, invasion of privacy, and rights of publicity that may arise in using reproductions from the library's collections.*
- √ The library reserves the right to limit the number of reproductions, restrict the reproduction of rare or fragile materials, and institute special fees for items requiring special handling.
- √ Citations to this copy must identify the location of the originals at the Oakland University Archives and Special Collections.

**Preferred citation:** [name of collection or book information], Oakland University Archives and Special Collections

***Notice: 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 materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific 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 a copying order if, in its judgment, fulfillment of this order would involve violation of copyright law.

I have read the above conditions governing use and the copyright notice. I understand that this form must be signed and accompany a reproduction order form (reverse) before processing begins.

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

*An original signature is required.*