

MAIL USE ONLY

The Bancroft Library, University of California, Berkeley, California 94720-6000
Telephone: (510) 642-6540 Fax: (510) 642-7589

REQUEST FOR PHOTOCOPIES FROM MANUSCRIPT AND MAP COLLECTIONS

MAILING ADDRESS OF REQUESTOR (PLEASE PRINT):
NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CREDIT CARD _____ EXP _____
(VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER)

REDUCTION OK? (CIRCLE YES OR NO)

DAYTIME TELEPHONE () _____

EMAIL ADDRESS _____

COMPLETE THE PHOTOCOPY REQUEST FORM ON THE BACK

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 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 judgement, fulfillment of the order would involve violation of copyright law.
- Requests for photoduplication of material will be considered when such duplication can be made without injury to the material, when it is within Bancroft Library policy, and when it is in accordance with donor agreements and copyright restrictions. When allowed, single copies will be provided for the requestor's reference use only.
- Photocopies and microfilm of manuscript material remain the property of the Bancroft Library and are to be returned when no longer needed by the requestor. Further duplication of copies is not permitted.
- In making copies available, the Bancroft Library does not thereby grant permission to reproduce or quote for publication. Requests for permission to publish must be submitted in writing to the Bancroft Library. In addition, when the Bancroft Library does not hold copyright, the requestor must also obtain the permission of the copyright holder. The requestor assumes full responsibility for any infringement of copyright or publication rights belonging to the author, his/her heirs or assigns.

I make this request in accordance with the provisions of the copyright law and the policies of the Bancroft Library.

ORDER REVIEWED BY: _____ SIGNATURE OF REQUESTOR: _____ DATE: _____

TOTAL COPIES = _____
1-25 COPIES = \$15.00
ADDITIONAL COPIES _____ @ \$.70 EACH = _____

AMOUNT DUE = _____

**PLEASE REMIT TOTAL AMOUNT DUE.
MAKE CHECK PAYABLE TO THE U.C. REGENTS AND SEND
ATTN: _____
TO THE ADDRESS AT THE TOP OF THE FORM.**

