

## COPY REQUEST FORM

1. PLEASE DESCRIBE THE MATERIALS YOU WISH TO HAVE COPIED:

Call Number	Description (Author, Title, Volume)	Page Numbers	Staff Use

• Continue on additional sheet if needed • Please check copies BEFORE leaving the area • No refunds will be made for imperfections in quality of copies

2. PLEASE INDICATE YOUR PREFERRED DELIVERY METHOD

- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Paper<br>(pick up) | <input type="checkbox"/> Paper<br>(mail to address below) | <input type="checkbox"/> Email<br>(to address below)<br>if available | <input type="checkbox"/> USB Drive<br>(you provide)<br>if available | <input type="checkbox"/> USB Drive<br>(you will purchase)<br>if available |
|---|---|--|---|---|

3. PLEASE CHECK HOW YOU WISH TO USE THE MATERIALS:

- Private study, Research or Scholarship       Other (describe) \_\_\_\_\_

4. ARE THE MATERIALS IN THE PUBLIC DOMAIN? \_\_\_\_\_

5. IF THE MATERIALS ARE NOT IN THE PUBLIC DOMAIN, PLEASE INDICATE WHETHER ITEM 5A, 5B, 5C, or 5D FROM THE INSTRUCTIONS APPLIES. \_\_\_\_\_

By signing in the space provided below, I represent and warrant that: (i) the above information is true and complete, (ii) I will only use the above materials for private study, scholarship or research purposes (limited to the purposes described above), and (iii) I agree to take on all responsibility and liability related to infringement of third party rights that may arise through use of the materials in question. I agree to indemnify and hold harmless the Library, its Trustees, officers, agents and employees against any and all damages, claims, expenses or other liability, including attorneys' fees, arising out of or relating to my use of the requested materials.

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**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 material.

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 to accept a copying order if, in its judgment, fulfillment of the order would violate copyright law.

## COPY SERVICES PRICES

	QUANTITY	UNIT PRICE	=	CHARGE
Black & White 8.5 x 11" or 8.5 x 14" (when available)		@ \$ .25	=	\$ <u>                    </u>
Black & White 11 x 17" (when available)		@ \$ .50	=	\$ <u>                    </u>
Color 8.5 x 11" (when available)		@ \$1.00	=	\$ <u>                    </u>
Map up to 36" wide (when available)		@ \$5.00	=	\$ <u>                    </u>
USB Drive (when available)		@ \$10.00	=	\$ <u>                    </u>
CDROM (when available)		@ \$2.00	=	\$ <u>                    </u>
		Mailing Charge	=	\$ <u>                    </u>
		Total Cost	=	\$ <u>                    </u>

### General information

Prepayment in full is required. Copy Services accepts payment by cash or credit card (MasterCard, Visa, or American Express). Checks will not be accepted for copy orders.

Only material in the Library's collection may be copied. The Library may refuse to permit copying if material will be damaged. Scanning may be required in order to provide copies of rare or fragile material. The Library may impose charges for difficult-to-copy material or further restrict copying at any time if such copying is judged to be harmful to the material.

Copies will be readable, but no better than the original. All copies from Copy Services are for research purposes only.

**Images suitable for presentation or publication** must be acquired through Photographic Services & Permissions.

**Permission to reproduce material for publication** from collections of the Library must be obtained in advance. Inquiries should be directed to Photographic Services & Permissions.

Photographic Services & Permissions  
 The New York Public Library  
 Fifth Avenue & 42nd Street  
 Room 103  
 New York, NY 10018  
 Telephone: 212-930-0091 or 212-930-0808  
 Fax: 212-930-0533 or 212-221-3423  
 Email: [permissions@nypl.org](mailto:permissions@nypl.org)  
 Web site: [www.nypl.org/permissions](http://www.nypl.org/permissions)