## **Monmouth University Library**

# **Application to Photocopy Library Archives Materials**

The Monmouth University Library, in order to support research and scholarship, will permit a reasonable amount of copying of its archival holdings. The Monmouth University Library reserves the right to restrict copying from any of its archival collections and in certain cases to deny requests for copies. Photocopying of Library Archives materials will be done under the following conditions, to which you agree by signing this application.

## CONDITIONS

- 1. I will credit the Monmouth University Library as the source of all photocopies received.
- 2. I am aware that obtaining permission from the Monmouth University Library to photocopy Library Archives materials does not constitute permission to publish those photocopied materials; I must obtain such permission from the copyright holder as well as from Monmouth University.
- 3. I agree not to make additional duplicates of any photocopies received.
- 4. I understand that any photocopies obtained are for my personal use only and are not transferable.
- 5. I agree to pay the current charge of \_\_\_\_\_ cents per page (or the minimum charge of \_\_\_\_\_ for orders by mail) plus postage and handling costs.

Signature	Date:
Name:	
Address:	
Telephone:	E-mail:
Institutional Affiliation:	

#### For Staff Use Only:

Approval By (signature):		Date Copied	l:
No. of Copies:	Cost:		Paid:

## LIST MATERIALS TO BE COPIED ON PAGE 2

## List of Materials To Be Copied

Ms #	Collection Title	Вох	Folder	Contents	# of Copies

Total # of Copies \_\_\_\_\_