



CENTER of
**SOUTHWEST
STUDIES**
FORT LEWIS COLLEGE

1000 Rim Drive
Durango, CO 81301-3999
Phone: 970-247-7456
Fax: 970-247-7422

Photocopy Request Form

Name _____ Phone # _____

Email address _____

Mailing address _____

Title, and institutional affiliation _____

The Center's images - other than those covered by the **General Restrictions Policy Statement** and any specific restrictions - are accessible to the public, subject to the Center's prior granting of written permission for use as designated on this form, and subject to restrictions of federal copyright law and/or any collection-specific stipulations. These conditions apply to all formats of the images, including but not limited to digital/electronic, photographic, microfilm, and xerographic photo-reproduction. Copies of these materials may be made, unless restricted by federal copyright law and any collection-specific stipulations, for a charge that enables the Center to offer this service.

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 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.

In compliance with the copyright law, the Center of Southwest Studies limits the number of copies of each item to one. Furthermore, we cannot copy all or substantially all of a work for you unless an unused copy of the work cannot be found at a fair price. In addition, we reserve the right to restrict the use or reproduction of rare, valuable, or fragile items; to ensure that the use of the reproductions is in good taste; and to make special quotations on items involving unusual difficulty in copying; and to charge a use fee for staff time in excess of one half hour to

fulfill this reproduction request.

PHOTOCOPY REQUEST (the basic price for this service is \$.25 per page for single-sided regular size photocopies plus \$5.00 for shipping and handling;)

I request reproduction of the materials listed. The following is each item's identifying number, collection title, and brief description.

coll#, series#, and identifying description	requested folder/page#	location (staff use)
(1)		
(2)		
(3)		
(4)		

USER'S AGREEMENTS AND INSTRUCTIONS:

Special instructions for reproduction:

Purpose(s) for which the copied material is to be used:

I agree to use the copied materials **only for my private study, scholarship, or research**. I understand that it is my responsibility to abide by copyright laws, including obtaining permission from the copyright owner for any other use of the copied materials. I will not duplicate the copied material without securing the permission of the copyright owner. Furthermore, I agree to credit the Center and the collection in any work drawn from my use of

the Center's historical materials and to provide the Center a complimentary copy of any publication or production substantially based on the Center's materials.

Signature on this form constitutes agreement to comply with the conditions of use stated on this form.

Signature of User _____ Date _____

Please make checks payable to **Fort Lewis College**. Or, if you prefer, you may use the **Center of Southwest Studies Credit Card Intake Form** (available on our website), which enables users to make payment to the Center by using a credit card (in person, by letter, by phone, or by fax - but not by email, due to security considerations).

FOR STAFF USE

Reproduction/process fees: \$_____.____ Amount paid: \$_____.____
Use fees: \$_____.____ *Payment method: cash, check, credit card form*
Handling and mailing fees: \$_____.____ Date paid: ____/____/____
Total payment due: \$_____.____ Order shipped date: _____