## **DUPLICATION SERVICES REQUEST FORM**

## Shaker Village of Pleasant Hill Collections and Archives

Shaker Village of Pleasant Hill will make copies of collection material for researchers under the following conditions:

1. Shaker Village of Pleasant Hill honors any and all copyright restrictions of the requested material.

I HAVE READ AND ACCEPT THE ABOVE CONDITIONS

- 2. Shaker Village of Pleasant Hill reserves the right to limit the number of copies or decline to make copies of items which are restricted due to physical or contractual conditions. Only single copies will be made for study and research purposes.
- 3. Permission to further reproduce or publish material in any medium—print, electronic, microfilm, broadcast, etc.—must also be obtained from Shaker Village of Pleasant Hill as owners of the property rights and use fees for publication may be charged. Permission to publish and use fees also apply for researcher-created digital images. If pursuing publication, please see the Permission to Publish Policy and Application for Permission to Publish.
- 4. For a list of fees associated with the duplication and use of material owned by Shaker Village of Pleasant Hill, please see the List of Duplication and Use Fees.

## 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.

## SIGNATURE DATE NAME ADDRESS CITY/STATE/ZIP COUNTRY EMAIL ADDRESS PHONE INSTITUTIONAL AFFILIATION DESCRIPTION OF EACH MATERIAL TO BE COPIED (tide, author, pages, description) PURPOSE FOR WHICH THE MATERIAL IS REQUESTED (book, article, dissertation, paper, genealogy, etc.)

