



Department of Special Collections and University Archives  
2933 East 6<sup>th</sup> Street, Tulsa, OK 74104-3123  
Phone: 918.631.2496 Fax : 918.631.5022

## APPLICATION FOR THE DUPLICATION OF UNPUBLISHED WORKS

PLEASE PRINT CLEARLY

---

COLLECTION NAME/NUMBER

---

YOUR NAME

The primary concern in evaluating duplication requests of unpublished works is the protection of the literary rights to the material. Physical condition is also a concern. An item will not be photocopied or scanned if doing so may cause damage or alter the item in any way. All duplication will be completed by department staff.

The copyright law of the United States (Title 17, United States Code) governs making 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 the conditions is that the photocopy or reproduction will not 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.

By signing and submitting this application, the reader agrees to the following conditions:

- The reader will make separate application for each document they wish to have duplicated.
- The reader assumes all responsibility for infringement of the literary rights, copyrights, or other rights pertaining to this material and for any liability caused or claimed by invasion of privacy. The reader further holds harmless and indemnifies The University of Tulsa and McFarlin Library and their agents, representatives, and employees in connection with any legal action that might arise as a consequence of reproduction.
- The reader will not further reproduce copies made for the reader's use, nor permit others to do so, without express permission of the copyright holder and the Head of Special Collections. Copies remain the property of the Department of Special Collections.
- Permission for duplication does not constitute permission to publish. This right must be obtained by separate application to the Head of Special Collections and to the holder of the copyright or literary rights.

Please note that a record of your request for duplication may be retained due to issues of copyright and control.

---

YOUR SIGNATURE

---

DATE

PLEASE LIST ITEM(S) YOU ARE REQUESTING TO BE REPRODUCED,  
 NOTING SERIES (if applicable), BOX, AND FOLDER NUMBERS, AND A BRIEF DESCRIPTION OF THE ITEM(S).  
 INCLUDE FILE SPECIFICATIONS FOR DIGITAL REPRODUCTIONS OR “COPY” FOR PAPER COPIES.

\_\_\_\_\_  
 COLLECTION NAME/NUMBER

\_\_\_\_\_  
 YOUR NAME

\_\_\_\_\_  
 APPROVED BY

\_\_\_\_\_  
 DATE

PLEASE PRINT CLEARLY

SERIES	BOX	FOLDER	BRIEF DESCRIPTION	SPECIFICATIONS	STAFF USE COPY TALLY
--------	-----	--------	-------------------	----------------	-------------------------


STAFF USE

Total number of copies	\$ .10 / \$ .50 per page
Sub total	
Add	\$10.00 service charge
<b>TOTAL CHARGE</b>	<b>\$ _____</b>