



DUPLICATION REQUEST FORM

FOR BOOKS: Provide author's name, brief title and page numbers to be copied.

FOR MANUSCRIPT MATERIALS: Provide collection name, box/folder information, and describe item to be copied.

GENERAL REGULATIONS:

- No more than 15% of any book or manuscript collection will be photocopied.
- You may use one form to request copies from more than one book or collection, provided a clear citation is given.
- Email request form to: archivesdept@olemiss.edu
- Fees include 7% MS sales tax. Non-profit entities must produce tax exemption certificate prior to transaction.

PHOTOCOPY FEES

8.5" x 11"	.25/page
8.5" x 14"	.25/page
Shipping and Handling	\$3.00

SCANNING FEES

1 - 10 pages	\$5.00
11 - 20 pages	\$10.00

Scans will be made available to patron via UM Box account in .pdf, .jpg, or .tif format. If patron requests CD copy, delivery will be an additional \$5.00 per CD.

REQUESTED MATERIAL LIST



THE UNIVERSITY of
MISSISSIPPI

PATRON INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

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 that order would involve violation of copyright law.

I agree that this copy will be used for private study, scholarship or research. I understand that copyright is not conveyed with this copy. I will not quote from, publish, reproduce, or display any material in this copy in whole or in part without written permission from the copyright holder and the Department of Archives and Special Collections. This copy will not be given to other institutions or sold.

Citations to this copy must identify the location of the original as Archives and Special Collections, J. D. Williams Library, University of Mississippi.

Your signature indicates that you have read, do understand and will abide by the restrictions cited above.

Signature: _____ Date _____