



University Libraries  
UNIVERSITY OF COLORADO BOULDER

University Libraries  
1720 Pleasant St. 184 UCB  
Boulder, CO 80309  
rad@colorado.edu

### Rare & Distinctive Collections Photocopy/PDF Request Form

<p><b>NAME:</b> _____</p> <p><b>ADDRESS:</b> _____</p> <p><b>CITY/STATE/ZIP:</b> _____</p> <p><b>PHONE:</b> _____</p> <p><b>EMAIL:</b> _____</p>	<p><b>To be completed by RAD staff:</b></p> <p>TOTAL # OF PAGES _____</p> <p>TOTAL COST _____</p> <p>Request Completed: Y / N</p> <p>Reason for Decline: _____</p> <p>_____</p> <p>_____</p>
--	--

#### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS PURSUANT TO 37 C.F.R. § 201.14

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 specific 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.

The University of Colorado Boulder Libraries (“University Libraries”) may provide reproductions of materials for users upon request subject to the restrictions outlined below and consistent with copyright law. Users must sign this Agreement before the Libraries will process the photocopy/PDF request. **By requesting photocopies or PDF versions of the items listed on page 3 of this Request Form, I (“User”) acknowledge and understand the following policies:**



University Libraries  
UNIVERSITY OF COLORADO **BOULDER**

**University Libraries**  
1720 Pleasant St. 184 UCB  
Boulder, CO 80309  
rad@colorado.edu

- The University Libraries provides reproductions only for private study, research, and scholarship consistent with fair use as permitted by 17 U.S.C. § 107 and without any purpose of direct or indirect commercial advantage.
- The University Libraries reserves the right to decline a photocopy or PDF request at its sole discretion if fulfillment of the request would violate copyright law, University of Colorado laws and policies, or for any other reason as determined by Libraries.
- The University Libraries will make only one reproduction of each requested work per user as permitted by 17 U.S.C. § 108 and will not make a reproduction of a complete work if, in its judgment, the work is available at a “fair price” per 17 U.S.C. § 108.
- Libraries will not make a reproduction of one article or other contribution to a copyrighted collection or periodical issue if Libraries becomes aware that the copying of the work is systematic.
- The Regents of University of Colorado (“University”), a body corporate, on behalf of the University of Colorado Boulder Libraries, cannot, does not, and will not warrant or represent that it owns the copyright to all works in its archival collections. The Libraries are not responsible for making any copyright or other legal determinations on behalf of User. User assumes all responsibility for determining copyright status of all works and securing permissions from the copyright holder to publish or make use of any reproduction provided by Libraries. Users assumes all responsibility for any copyright infringement or other liability resulting from User’s use of the photocopies or PDFs.
- User may not transfer, recopy, exhibit, display, broadcast, publish, donate, provide to another repository or individual, or otherwise use photocopy or PDF reproductions provided by the University Libraries for purposes other than those outlined in this Agreement.
- Any User who does not meet these requirements, in addition to breaching this Agreement, may be denied further use of the University Libraries’ Rare and Distinctive Collections.

**In exchange for purchasing or receiving the photocopies or PDFs (“Reproductions”) from Libraries, I (“User”) agree to:**

- Use the Photocopies only for private study, scholarship, or research, or consistent with fair use as permitted by 17 U.S.C. § 107;
- Defend, indemnify, and hold harmless the Regents of the University of Colorado, a body corporate, its agents and employees, and the University of Colorado Boulder, University Libraries (the “Indemnified Parties”), from and against any and all claims, demands, costs, fees (including reasonable attorney’s fees), losses, and expenses incurred by the Indemnified Parties as a result of my purchasing and receiving the Photocopies;



- Not transfer, recopy, exhibit, display, broadcast, publish, donate, or provide to another repository or individual the Photocopies without first obtaining permission from the copyright holder or otherwise complying with the provisions of this agreement;
- **Use the following citation when referencing the Reproductions in any future publications (in addition to crediting the creator, if known):** [Collection name], [Collection #], [Box/Folder #], Rare and Distinctive Collections, University of Colorado Boulder Libraries

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Photocopies/PDFs Requested**

Collection Name	Box/Folder	Item description	Number of pages