

Special Collections & Archives Use Request Form

Name

Company / Organization

Address (Street) (City) (State) (Zip)

Email Telephone

Reproduction Purpose:

- | | |
|--|---|
| <input type="checkbox"/> Book or Article Publication | <input type="checkbox"/> Film, television, or video |
| <input type="checkbox"/> Book cover or jacket | <input type="checkbox"/> Web / Online |
| <input type="checkbox"/> Print Non-Editorial / Advertisement | <input type="checkbox"/> Personal, educational, or research |
| <input type="checkbox"/> Exhibition | <input type="checkbox"/> Other _____ |

Title of publication / exhibit / video / website: _____

Date of release / publication / display: _____

Publisher / Organization: _____

Please describe the context of use (placement, size, etc.): _____

Regulations Regarding Use

1. Use licenses are required to publish, reproduce, transfer, create derivative works, distribute, perform, publicly display, exhibit, or offer for sale any material, or a portion thereof, subject to copyright in excess of fair use, as defined by copyright law, in any media, by any entity other than Utah Tech University Library.
2. All repeat or other uses not specified in the original use license agreement require a separate use licensing agreement.
3. Use licenses may be granted only for materials for which copyright has been explicitly transferred to Utah Tech University. The requestor is solely responsible for determining the copyright status. Utah Tech is not liable for a requestor's use of materials in excess of copyright law.

4. Use licensing grants only one-time use for the specified uses agreed to in the use license for the specified project or purpose listed and does not give permission to transfer to another person, create derivatives, or subsequent use beyond those listed in the original use license.
5. Educational, personal research, scholarly presentation, dissertation research, or thesis research is considered fair use under copyright law and does not require a use license or fee.
6. Materials that are no longer protected by copyright are in the public domain and may be used for free without permission. The Library does not charge use fees, nor does it grant or deny permission to publish or otherwise use public domain materials.
7. Each requestor must abide by University Policy 608: Library Special Collections & Archives Reproduction, Use License, and Research Requests and pay all required fees.
8. Reproduction fees are independent of one-time use licensing fees. Reproduction and use licensing fees may be applied to the same material and recur with each use and request.
9. Rush orders are not accepted. All reproduction and use license requests will be processed as they are received, and will be completed at staff's availability.
10. All use license materials must be cited and attributed to Utah Tech Special Collections & Archives and should include the material description or item number as available.

I have read the above "Regulations Regarding Use" terms and conditions governing the use of Special Collections & Archives at Utah Tech University. I understand the regulations and agree to comply with them. I further understand that failure to comply with any of the regulations may result in the denial of the use of Special Collections & Archives materials and the withdrawal of my research privileges.

Signature

Date

Location (collection, box, folder or call number, page)	Detailed Description (include date, title, creator, etc.)	Digital Specifications (dpi, file type, etc.)