



University Libraries
 Special Collections Department
 560 Drillfield Dr.
 Blacksburg, Virginia 24061
 P: (540) 231-6308 F: (540) 231-3688
 specref@vt.edu

Conditions Governing Use of Materials from Special Collections

Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies and other reproductions of copyrighted material. Libraries and archives are authorized to furnish reproductions upon request for specified purposes, including private study, scholarship, and research; publication; and public exhibition. This institution reserves the right to refuse to accept an order if, in its judgment, fulfillment of that order would involve violation of copyright law.

Please describe intended use of materials (order form on page 2):

Preference: Digital Scan Photocopy

Publication or Public Exhibition Use

Permission to use department materials for publication or public exhibition must be obtained in writing from Special Collections and the copyright holder. In a written application (in addition to and separate from this form) please indicate which items you are seeking to publish or exhibit and where you wish to publish or exhibit them. Special Collections would appreciate receiving copies of any publications using items from its collections.

Use of any archival copies must be only for the purpose stated above. If you later wish to make a different or additional use of these materials (particularly if you will be publishing or exhibiting them), you will need to contact Special Collections for permission.

Use of the following credit line for publication or exhibit is required:

[Title of collection, (control number)], Special Collections, University Libraries, Virginia Polytechnic Institute and State University [URL, if applicable].

Citation for use:

[Title of collection, (control number)], Special Collections, University Libraries, Virginia Polytechnic Institute and State University.

My signature below acknowledges that I will comply with all the conditions of use stated above.

Signature: _____

Name (Please print): _____

Date: _____ Staff initials/Date: _____

Digital/Photocopy Order Form

Name (Please print): _____

Address: _____

Telephone: _____

Email: _____

Collection Number	Document Description	Comments

Please list additional requests on a separate form and attach to this page.

Document Delivery

Scans of documents will be delivered online. Details for retrieval will be sent upon completion of the request. In the rare instance when photocopies are provided, they will be sent via the mail.

Availability

Please note that the size and condition of materials, quantity of scans/copies requested, and presence of any restrictions on the materials will determine whether a request can be fulfilled.

Suggested Donations

Special Collections does not charge fees for use or reproduction of materials, but we accept donations. Your financial donation will be anonymous and you will receive no further solicitation. Details regarding procedures for making such a donation will be provided at the time of the request.