

**Colgate University Libraries**  
Special Collections and University Archives

**Duplication Request Form**

Duplication requests are granted at the discretion of Special Collections and University Archives personnel and are completed by department personnel. Single duplications of an item can be made for a researcher's personal use as long as the process will not damage the original or infringe on copyright or donor agreements. Photocopying generally is not provided for rare books, photographic materials, fragile items or oversized materials. Please refer to the full duplication policy for additional information: <http://cul.colgate.edu/content/reproduction-policy>

**Copyright**

Use of materials from Special Collections and University Archives must conform to current copyright laws. Users assume full responsibility for any legal questions that may arise as the result of their use of materials in the collections. For more information, see the Colgate University Libraries' information page on copyright (<https://cul.colgate.edu/colgate-copyright-guide>).

**CONDITIONS**

1. I will cite "Special Collections and University Archives, Colgate University Libraries" as the owner of the materials in all publications.
2. I am aware that approval from the department to obtain duplications does not constitute permission to publish; I must obtain such permission from the copyright holder.
3. I agree not to make additional copies of this material.
4. I understand that the duplications are for my personal use only and may not be transferred to or deposited with another archives, library or other institution without the written permission of the Head of Special Collections & University Archives.
5. I agree to pay the relevant fees for the duplications. For Colgate students, faculty, and staff, there is no charge for university-sponsored projects.

Signature	Date:
Name:	
Address:	
Telephone:	E-mail:
Institutional Affiliation:	

**Delivery Method:**    Pick-up       Campus Mail       US Mail       Electronic

**Payment Method:**    Check       Cash       Wire       Credit Card

