



## Library Reproduction Request Form

### Contact Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Warning Concerning 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 conditions is that the photocopy or other 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 copying orders for which, in its judgment, fulfillment of the order would involve violation of copyright law.

### Request for (check one)

- Original scan ((no digital image exists)
- Duplicate scan (digital image already on file)

### Request to Publish or Other Commercial Use?

- Accompanied by separate Request to Publish form

My signature indicates that I have read and understood the Chicano Studies Research Center (CSRC) Library's duplication policies and the copyright notice on this form. All duplication orders are accepted at the Library's discretion. Copies of original materials may not be transferred to any other institution or individual without written permission. I further agree to defend, indemnify, and hold harmless the CSRC Library and UCLA against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of the Library's materials.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

Request Submitted Onsite: Y / N Invoice No: \_\_\_\_\_

Patron's Status:  UC  non-UC License No: \_\_\_\_\_

For EACH original to be reproduced, please fill in below: the image number/filename, the Title or a brief Description and any special instructions (such as “1000 dpi at black/white 16 bits”).

\*please note that all existing digital images on file have been scanned at <300 dpi prior to 2016 and >600 dpi after 2016.

<b>Image Number or Filename</b>	<b>Title or Description</b>	<b>Special Instructions</b>
1.		
2.		
3.		