

DUPLICATION REQUEST FORM

The Shaw Historical Library

at Oregon Institute of Technology
3201 Campus Drive, Klamath Falls, OR 97601 (541)- 885-1686 shawlib@oit.edu

Duplication Policy

The Shaw Historical Library will consider requests for the provision of duplicating photographs, manuscripts from collections when such service can happen without injury to the materials and does not violate copyright restrictions nor those imposed by donors. Duplications provided from the materials of the Shaw Historical Library may be used for the purpose of private study, scholarship, research or educational purposes only. **The library provides single copies for the researcher's personal reference use. No further reproduction should occur.**

Supplying these copies is not an authorization to publish. Contact the Head of the library to discuss publication of materials held by the Shaw Historical Library.

Completion of duplication requests takes place within 10 days. Duplicates can be picked up at the Library or mailed. An additional fee to cover mailing costs will be included. There is no cost for scanning and sending by email.

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This institution reserves the right to refuse a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Name:

Address:

Phone: Email:

I request reproduction of the following material(s). **I make this request in accordance with the provisions of the copyright law and the policies of the Shaw Historical Library as stated above.**

Signature: _____

Date:

MATERIALS TO BE DUPLICATED

For materials from archival collections, please note the collection and series names, box number and sleeve number, if provided.

	Collection Title	Series	Box	Sleeve
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Scanning Request (Please check appropriate boxes)

File type: jpg tiff

Resolution: 72 dpi 300 dpi 600 dpi

Delivery: email disc file transfer (e.g. dropbox)

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For Library Use:

of Pages Copied: _____ Mailing cost: _____ Total: _____