|  |  |  |  |
| --- | --- | --- | --- |
| Name: | (first and last name) | Date: | (date) |
| Mailing Address: | (mailing address) |
|  | (mailing address) |
| Telephone: (work) | (work #) | (home) | (home #) |
| Email: | (email address) | Fax: | (fax #) |
| Web Address: | (web address) |

**Notice: Warning Concerning Copyright Restrictions**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproduction 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 specific conditions is that the photocopy or reproduction is not to be “used for any purposes 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 use may be liable for copyright infringement.

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

**Please provide source and description of requested material, as well as purpose for which permission is requested. Complete one form for each requested item.**

**REQUESTED ITEM**

Select One:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Manuscript |[ ]  Photograph |[ ]  Art |[ ]  Moving Image |[ ]  Sound Recording |[ ]  Other |[ ]

Description of Item (Please attach photocopies of all manuscripts, photographs and works of art):

|  |
| --- |
| (item description) |

|  |  |
| --- | --- |
| Collection Source: | (collection source) |

**TYPE OF USE REQUESTED**

|  |  |  |  |
| --- | --- | --- | --- |
| Exhibition |[ ]  Book |[ ]  Periodical |[ ]  Multi-media (Moving Image/Sound Recording) |[ ]
| Website |[ ]  Other |[ ]

**INTENDED USE FOR PUBLISHED WORK**

|  |  |
| --- | --- |
| Title: | (first and last name) |
| Author: | (author) |
| Publisher: | (publisher) | Projected Publication Date: | (date) |
| Print Run: | (print run) | Fax: | (fax #) |
| Type of Publication (periodical, monograph, juvenile, etc.) | (type of publication) |

**INTENDED USE FOR BROADCAST/FILM/LIVE PERFORMANCE**

|  |  |
| --- | --- |
| Title: | (title) |
| Producer: | (producer) | Production Company: | (company) |
| Projected Release/Performance Date: | (date) | Medium/Format: | (medium/format) |
| Type of Publication (feature film, documentary, broadcast, Internet, etc.):  | (type) |

**INTENDED USE FOR EXHIBITION:**

|  |  |
| --- | --- |
| Provide Title of Exhibition, Venue, Dates and Host Institution | (exhibition, venue, dates, host institution) |

I agree to provide The Amistad Research Center with one gratis copy of the final publication utilizing these reproductions. My signature indicates that I have read and understood the Amistad Research Center’s Policies and Guidelines for Use of Materials, Reproduction Policy, and the above copyright notice. All reproduction orders are accepted at the Center’s discretion. No materials may be released to any other institution or party, in whole or in part. I agree to hold the Amistad Research Center harmless from any and all liability and agree to indemnify same from any and all damages, costs, and other expenses arising from my use of the above-described materials, including expenses resulting from suits of copyright infringement. I agree that works will not be cropped are altered without written permission from the Amistad Research Center.

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

Permission is granted for one time use only. Please use the following citation to credit the collection:

*Collection Name, Amistad Research Center, New Orleans, LA*

**APPROVED BY AMISTAD RESEARCH CENTER:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | (first and last name) | Date: | (date) |

*Please send to attention*: Director of Library and Reference Services, Amistad Research Center, Tilton Hall, Tulane University, New Orleans, LA 70118 or reference@amistadresearchcenter.org