

**SPECIAL COLLECTIONS, REESE LIBRARY, AUGUSTA STATE UNIVERSITY**

**PUBLICATION PERMISSION REQUEST**

**GENERAL GUIDELINES**

Researchers must adhere to the U.S. Copyright Law, Title 17, United States Code. Researchers assume full responsibility for copyright restrictions. If Reese Library does not hold the copyright for materials, the researcher must contact the holder of the copyright.

**POLICY ON THE USE OF RESTRICTED ARCHIVAL MATERIALS**

Materials may be closed to researchers for a specific time period due to restrictions placed by the donor.

**POLICY FOR REPRODUCTION OF ARCHIVAL MATERIALS**

Limited reproduction of archival materials is permitted provided that the material is not so fragile that copying may damage it. Permission to reproduce materials is at the discretion of the Special Collections Librarian.

**POLICY FOR PUBLICATION OF ARCHIVAL MATERIALS**

Written permission to publish from archival materials must be obtained from the Special Collections Librarian. Requests must contain a citation of files used and a summary statement of publication plans. Requests will be reviewed prior to approval.

**Credit must be included for materials which are the property of Reese Library Special Collections or Augusta Richmond County Historical Society. Specify Special Collections, Reese Library, Augusta State University or Augusta Richmond County Historical Society, Reese Library, Augusta State University for items used in the publication.**

**I HAVE READ, UNDERSTAND AND AGREE TO ABIDE WITH THE ABOVE POLICIES AND PROCEDURES CONCERNING THE USE OF REESE LIBRARY'S SPECIAL COLLECTIONS AND ARCHIVES ON THE BACK OF THIS FORM.**

NAME \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PUBLICATION PLANS**

LIST SPECIFIC MATERIAL YOU WISH TO PUBLISH \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WOULD YOU BE WILLING TO SHARE A COPY OF THE FINAL PUBLICATION WITH REESE LIBRARY?**

Yes \_\_\_\_\_ No \_\_\_\_\_

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

Permission granted/denied by \_\_\_\_\_ Date \_\_\_\_\_

Comments: