

Highland City Library Special Collections and Manuscript Archive Collection Policy & Forms

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Highland City Library

Special Collections and Manuscript Archive Collection Policy

Highland City Mission Statement

The mission of the Highland City Library is to provide all residents with access to information that educates, inspires, and entertains; programs that foster a love for reading and lifelong learning; and a gathering place that creates a sense of community and enhances the quality of life.

Purpose

In conjunction with the Highland City Library Collection Development Policy the library's Special Collections and Manuscript Archive seeks to collect, preserve, exhibit, and make available to researchers primary and secondary archival materials related to the history and activities of Highland City and the immediate surrounding area.

Acquisition

The Highland City Library Special Collections and Manuscript Archive collects manuscripts, photographs and other non-written records, family and personal papers, maps and atlases, printed and published materials relating to the city of Highland. Donations to the Special Collections and Manuscript Archive are the only method of acquisition currently employed by the library. Acquisitions should conform to the mission of the organization and serve to clarify and preserve Highland's unique place in the American historical landscape.

The collection seeks to encompass as many aspects of Highland's history and culture as space and interest dictate. The library welcomes gifts fitting within this collection development policy and plan. In making acquisition decisions, the library takes into account the development policies and collections of other area institutions. The library shall not accept as a gift any printed or manuscript items or any objects if the condition of acceptance requires permanent exhibition of the item or object. Final acceptance or rejection is subject to review by the Highland City Library Board.

When acquiring new resources, the library requires donors to complete a Deed of Gift Form (See Appendix B), which includes the name and address of the donor, a description of the

acquisition, and the provenance of the donation. Donors' names will not be given to researchers unless the donor agrees to be identified.

It is a condition of acceptance that materials will be available for public access either immediately or at a specified time. The Deed of Gift also allows the donor to state any restrictions attached to the gift. However if those restrictions are in opposition to the access policies it may be determined that the gift will not be accepted.

Unsolicited and/or anonymous gifts that are not within the criteria of the Highland City Library Special Collections and Manuscript Archive will be returned to donors (if possible); offered for free disposal to other libraries, archives or appropriate cultural institution; or discarded.

Scope of Materials

The following are materials collected by the Highland City Library Special Collections and Manuscript Archive:

- Manuscripts and personal papers (excluding genealogical items)
- Non-written records (including photographs)
- Publications on the history of Highland and the immediate surrounding area
- Maps & atlases relating to Highland City
- Directories, annual listings, yearbooks
- Town reports and related town government information
- Documents and ephemera relating to the history of the Highland City Library
- Documents and ephemera relating to the history of Highland City
- Three dimensional artifacts and objects as space allows

The following are reasons the Highland Library Special Collections and Manuscript Archive would not consider acceptance of an item:

- Materials that cannot be accessed with current technology, such as reel to reel film, microforms, or vinyl discs
- Infestation of mold, mildew or anything alive due to the danger it presents to the existing collections
- Items are extremely damaged by overuse or mishandling

- If the item size exceeds the storage area it cannot be accepted unless alternate storage can be found and paid for by the donor

Deaccessioning of Materials

No accessioned material shall be removed from the collection except by strict conformance to guidelines. Deaccessioning shall be based on any of the following criteria:

- The material is free of any restrictions that prohibit its removal from the collection
- The material is outside the scope of the Mission Statement and the collections objectives, or it is no longer relevant to the purposes and activities of the institution by the direction of the Highland City Library Board
- The provenance or authenticity of the material has been disproved
- The material is redundant, or the library acquires a better or more complete example of the material
- The material has deteriorated to a degree that renders it no longer useful
- The library will seek to donate deaccessioned materials to another more appropriate institution or dispose of materials in a thoughtful manner

Cooperation with Other Repositories

Highland City Library Special Collections and Manuscript Archive does not seek to compete with other repositories and will avoid conflict and duplication of effort. When advising potential donors and depositors, the ~~Archivist or the~~ Library Director will indicate other repositories with similar or overlapping interests to ensure that materials are offered to the most appropriate institution.

Ethics

The Highland City Library is committed to upholding the standards of professional and ethical excellence in all its activities, and preserving the standards set forth by the Society of American Archivists (See Appendix A) and the American Library Association. All Highland City Library employees are required to know, understand, and abide by these ethical standards.

Use of Special Collections and Manuscript Archive Materials

Access: In theory, the Library subscribes to the standards for access to original research materials adopted by the Society of American Archivists and the Association of College and Research Libraries. In practice, the Library must consider the limited staff available to satisfy users' demands.

The Library will make efforts to make materials in the collection available in the digital medium through the Library's website and the Mountain West Digital Library over time. The Library may devote financial, technical, and staff resources to provide increasing electronic access to the Special Collections and Manuscript Archive over time as copyright law permits. Access to digital content does not grant the right to publication, broadcast, or exhibit of materials. Researchers need to fill out the Permission to Publish, Broadcast, or Exhibit Form (See Appendix F) and receive permission to do so prior to any action.

To serve our patrons to the best of our abilities, users are asked to comply with the following rules:

Research Hours: Research materials are available during regular library hours. Researchers desiring to perform extensive research with materials held behind the counter are asked to make an appointment with the [Archivist/library director or library staff](#). All researchers are required to fill out a Researcher Request Form (See Appendix C).

Security: The Library currently does not have a separate Reading Room in which to access and use the Special Collections materials, nor can it supply a dedicated staff person to carefully oversee use of these materials. To mitigate this deficiency staff will require patrons to use materials at a designated table.

No more than three books from the Archive may be used at one time. Only one archival folder may be used at one time. Materials must be used in the Library. Materials must be returned to the Circulation Desk. Access to unprocessed collections may be provided at the [Archivist's library directors](#) discretion. The library reserves the right to examine briefcases, bags and notes to prevent loss of materials. The library also reserves the right to deny access to users who abuse archival materials.

Preservation: Some fragile materials are housed in the Archive. Users are expected to handle these materials with great care. Only pencils or computer devices (laptops, notebooks, or tablets) are allowed when using the materials. No marks of any sort may be made on the materials. Materials should be kept flat on the reading table and nothing should be placed on original documents. No photography of any kind is allowed of archival items; however, photocopies may be requested by the researcher on a case by case basis.

The user is expected to maintain the materials as they were originally provided. Any problems (i.e. loose pages, etc.) should be brought to the attention of the ~~Archivist/Circulation Desk~~ immediately library staff. EATING, DRINKING, AND SMOKING ARE NOT PERMITTED IN THE LIBRARY.

Reference and Research Requests: The Library will spend no longer than one hour on any single mail, fax, electronic, or telephone request. These requests should generally be restricted to straightforward reference. Requests will be handled as soon as possible in the order in which they were received and depending on the condition of the document. If further research is necessary please feel free to contact the ~~Archivist~~ library director or library staff to set up an appointment.

No more than five pages of documents (up to 11" x 17") will be sent electronically to a valid email address upon request. Please see below for scanning permissions and copyright law.

Reproductions Permissions: The Highland City Library will not provide reproduction prints of photographic items within the collection holdings at this time. Photocopies of items up to (8" x 11") may be made by staff upon request (See Appendix E). Cost of photocopying materials is per established rate for black and white copies only. Digital black and white scans of items up to (11" x 17") may also be made by staff upon request (See Appendix E). Cost for PDF files sent to a valid email address is free at this time.

The library may refuse the right to photocopy or scan items when the condition of the original will not permit it or when materials were accessioned with restrictions. Researchers are NOT allowed to make photocopies of items on their own. Due to staffing limitations requests for large quantities of photocopies or scans may require a wait time of up to 5 business days from time of the request. Photocopies and digital scans are for personal or research purposes only.

Obtaining permission to reproduce images in the Highland City Library Special Collections and Manuscript Archive requires a written request (See Appendix F). The request should include details of the intended use of the image(s). Written requests are required for all uses including any publication, broadcast, or exhibit. Items used for classroom assignments only are exempt. However if class assignments lead to any kind of publication, broadcast, or exhibit the required form needs to be filled out prior to those events occurring. A cost of \$10 per item per use will be charged and paid prior to use.

Credit must be clearly visible and adjacent to the image or item. Credit should include any specific information about the artist, collection, and date. For any use, the credit line should also include: *"Courtesy of the Highland City Library, Highland, Utah."*

Copyright permission must also be obtained from the original copyright owner prior to any sort of publication, broadcast or exhibit whether it is for profit or non-profit use. The Highland City Library will not be liable for any action taken by a third party who does not seek consent of the original copyright holder. Please see below for more on copyright law.

Copyright and Other Laws: Unpublished materials are held under copyright to the author for the life of the author plus seventy years. If the author is unknown or the death date of the author is unknown the copyright is 120 years from the date of creation of the material. Users of materials at the Highland City Library accept full legal responsibility for observing the copyright law, as well as the laws of libel and invasion of privacy and property rights. Please be aware that the 1976 Copyright Act provides protection for documents from the date of creation whether or not they are formally copyrighted. It is *very* important that researchers obtain permission for the publication of material.

The copyright law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or 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 other reproduction for purposes in excess of "fair use," the user may be liable for copyright infringement. This library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve

violation of the copyright law. More information about the copyright law can be found at <http://www.copyright.gov/>.

General queries should be directed to the library staff. ~~For assistance in identifying any items or the query is of an in-depth historical nature, contact Kellie Johnson, Archivist.~~ For permission requests, contact ~~Library Archivist or~~ Library Director at the mailing address: Highland City Library, 5400 West Civic Center Dr., Suite 2, Highland, UT 84003 or by phone 801-772-4528.

Statement of Non-Agreement: The Highland City Library is in no way liable for the misuse of information retrieved from the Special Collections and Manuscript Archives. The views and opinions expressed by those using information from the Special Collections and Manuscript Archives are those of the individual and do not, in any way, reflect those of the Highland City Library.

Guidelines, Documentation, and Care of Collections

All items acquired for the Special Collections and Manuscript Archive shall be promptly recorded and documented in the library records, conforming to professional Archivist and Librarian standards and practices. All items will be assigned a unique number. Papers will be given a unique collection name with corresponding folder/box numbers designated by MS for manuscript followed by the accession year and collection number (e.g. MS2012-01). Books will be given a call number including the cutter letters SC for Special Collections (e.g. SC 979.224 Bur). Objects will be given accession numbers designated under Special Collections followed by the year and item number (e.g. SC2012-01). A finding aid for each collection will be created and maintained. The finding aid will be available on the library's website <http://highlandcitylibrary.org>.

The ~~Archivist~~ library director shall be responsible for maintaining all source records which document the legal status and ownership history of the items.

Conservation and preservation measures will be carried out for items in the Highland City Library Special Collections and Manuscript Archive on an 'as needed' basis and in accordance with accepted standards and practices as stated by the Society of American Archivists.

Approved by the Highland City Library Board, March 27, 2013

Appendix A: Code of Ethics for Archivists

(Approved by the SAA Council February 2005; revised January 2012.)

Archives are created by a wide array of groups and provide evidence of the full range of human experience. Archivists endeavor to ensure that those materials, entrusted to their care, will be accessible over time as evidence of human activity and social organization. Archivists embrace principles that foster the transparency of their actions and that inspire confidence in the profession. A distinct body of ethical norms helps archivists navigate the complex situations and issues that can arise in the course of their work.

The Society of American Archivists is a membership organization comprising individuals and organizations dedicated to the selection, care, preservation, and administration of historical and documentary records of enduring value for the benefit of current and future generations.

The Society endorses this Code of Ethics for Archivists as principles of the profession. This Code should be read in conjunction with SAA's "Core Values of Archivists." Together they provide guidance to archivists and increase awareness of ethical concerns among archivists, their colleagues, and the rest of society. As advocates for documentary collections and cultural objects under their care, archivists aspire to carry out their professional activities with the highest standard of professional conduct. The behaviors and characteristics outlined in this Code of Ethics should serve as aspirational principles for archivists to consider as they strive to create trusted archival institutions.

Professional Relationships

Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable.

Judgment

Archivists exercise professional judgment in appraising, acquiring, and processing materials to ensure the preservation, authenticity, diversity, and lasting cultural and historical value of their collections. Archivists should carefully document their collections-related decisions and activities to make their role in the selection, retention, or creation of the historical record

transparent to their institutions, donors, and users. Archivists are encouraged to consult with colleagues, relevant professionals, and communities of interest to ensure that diverse perspectives inform their actions and decisions.

Authenticity

Archivists ensure the authenticity and continuing usability of records in their care. They document and protect the unique archival characteristics of records and strive to protect the records' intellectual and physical integrity from tampering or corruption. Archivists may not willfully alter, manipulate, or destroy data or records to conceal facts or distort evidence. They thoroughly document any actions that may cause changes to the records in their care or raise questions about the records' authenticity.

Security and Protection

Archivists protect all documentary materials for which they are responsible. They take steps to minimize the natural physical deterioration of records and implement specific security policies to protect digital records. Archivists guard all records against accidental damage, vandalism, and theft and have well-formulated plans in place to respond to any disasters that may threaten records. Archivists cooperate actively with colleagues and law enforcement agencies to apprehend and prosecute vandals and thieves.

Access and Use

Recognizing that use is the fundamental reason for keeping archives, archivists actively promote open and equitable access to the records in their care within the context of their institutions' missions and their intended user groups. They minimize restrictions and maximize ease of access. They facilitate the continuing accessibility and intelligibility of archival materials in all formats. Archivists formulate and disseminate institutional access policies along with strategies that encourage responsible use. They work with donors and originating agencies to ensure that any restrictions are appropriate, well-documented, and equitably enforced. When repositories require restrictions to protect confidential and proprietary information, such

restrictions should be implemented in an impartial manner. In all questions of access, archivists seek practical solutions that balance competing principles and interests.

Privacy

Archivists recognize that privacy is sanctioned by law. They establish procedures and policies to protect the interests of the donors, individuals, groups, and institutions whose public and private lives and activities are recorded in their holdings. As appropriate, archivists place access restrictions on collections to ensure that privacy and confidentiality are maintained, particularly for individuals and groups who have no voice or role in collections' creation, retention, or public use. Archivists promote the respectful use of culturally sensitive materials in their care by encouraging researchers to consult with communities of origin, recognizing that privacy has both legal and cultural dimensions. Archivists respect all users' rights to privacy by maintaining the confidentiality of their research and protecting any personal information collected about the users in accordance with their institutions' policies.

Trust

Archivists should not take unfair advantage of their privileged access to and control of historical records and documentary materials. They execute their work knowing that they must ensure proper custody for the documents and records entrusted to them. Archivists should demonstrate professional integrity and avoid potential conflicts of interest. They strive to balance the sometimes-competing interests of all stakeholders.

http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics#code_of_ethics

Appendix B: Deed of Gift Form

Highland City Library Special Collections and Manuscript Archive
5400 W. Civic Center Drive, Suite 2
Highland, UT 84003
Phone 801-772-4528
Fax 801-756-6903

This form is provided to assist donors in the process of giving an in-kind donation to the Highland City Library Special Collections and Manuscript Archive. Please see the Instruction Sheet (on reverse) prior to completing this form.

I the undersigned state that I am the legal owner of the property described below hereby grant, convey, and transfer to the Highland City Library all my property rights, title, interest, and ***literary and intellectual property rights including all of the rights under the copyright laws of the United States and the State of Utah***, in and to the property described below notwithstanding that some materials may be delivered before or after the date of this Deed of Gift.

Donor's Name
(Print) _____

Address _____ City, State, Zip Code _____

Phone
number _____

Does the donor wish to remain anonymous? Yes / No

Description of materials
donated _____

Instructions/Restrictions _____

I grant the Special Collections and Manuscript Archive the right to make available to the public, in formats including print, present and future technologies, and digitization to provide internet access, for such educational and research purposes that are in accordance with the policies

and procedures of Highland City Library. For research use, digitized items may be posted on the websites for Highland City Library and the Mountain West Digital Library.

_____ Donor's Signature _____ Date

The donor affirms that no goods or services were provided by Highland City Library in exchange for this donation.

_____ Received by _____ Date

Deed of Gift Instruction Sheet

This deed of gift form is provided to assist donors in the process of giving a non-cash gift to Highland City Library Special Collections and Manuscript Archive. A non-cash donation is a gift-in-kind of real or personal property without compensation, for the use of the Highland City Library.

This deed also allows the library to keep track of donors so their gifts may be recognized. The deed serves to record the history of the donation to aid historians. It protects the library by transferring legal ownership and copyright of materials both physical and digital reproduction (where applicable) to the Highland City Library.

Highland City Library reserves the right to refuse acceptance of the gift based on content, restrictions of access, repair/maintenance, storage or other operational costs. The donor is responsible for all shipping/transportation of materials to the Highland City Library.

1. Name and address of donor. Please provide all contact information, including a phone number where the donor can be reached.

2. Description of Non-Cash Gift. Please provide a detailed description of the in-kind items being donated, number of boxes or items, format, condition, and subjects. Please feel free to attach additional documentation to this form as needed.

3. Instructions/Restrictions. Please indicate all relevant instructions and restrictions associated with the gift. However if restrictions are found to be in opposition to the Highland City Library access policies it may be determined that the gift will not be accepted. Also, please indicate whether the gift is being given in honor or memory of someone.

4. Value of Donation. It is the responsibility of the donor to ascertain the fair market value of the gift. The donor is encouraged to create a list of titles donated for appraisal purposes. A copy of the Deed of Gift form will be provided for the donor's tax purposes. Donors are responsible for any applicable IRS filings.

Appendix C: Researcher Request Form

Highland City Library Special Collections and Manuscript Archive
5400 W. Civic Center Drive, Suite 2
Highland, UT 84003
Phone 801-772-4528
Fax 801-756-6903

Approved/Date: _____

Please read and sign these instructions for use of archival materials. Materials requested must be listed on the Materials Request Form.

1. Leave coats, bags, purses, briefcases, notebooks et al in under table.
2. Food and/or beverages are NOT allowed in the library.
3. Please wash and dry hands before handling all items.
4. Gloves may be required to handle certain items
5. Do NOT use pens to take notes. Paper and pencils will be provided.
6. Do NOT mark materials in any way.
7. Do NOT rearrange items in folders or boxes. Please leave items as you find them.
8. Items from the research area may not be removed.
9. Staff and security personnel reserve the right to examine briefcases, bags and notes.
10. Publishing permissions are granted on a case by case basis. Permission to view items does NOT imply publication permission. To request permissions please fill out a request form.
11. No photography of any kind is allowed of archival items.
12. Photocopies/digital scans may be requested only if the materials can be copied without damage to them. Copies/digital scans are for research use only.
13. Items from the collection must be properly cited. Examples are available upon request.

Signature (I have read and understand these instructions)

Date

Print name

Patron/License #

Address

City, State, Zip Code

()

Phone number

Email address

Intuitional/Professional affiliation or academic status

Item Description and Intended Use

Appendix D: Materials Request Form

Highland City Library Special Collections and Manuscript Archive
5400 W. Civic Center Drive, Suite 2
Highland, UT 84003
Phone 801-772-4528
Fax 801-756-6903

Items/folders will be checked out to patrons/guests one at a time to ensure the security of the collections. All items ***must remain in the library*** and be returned to the circulation desk when finished. Priority will be given to Highland City Library patrons. We appreciate your consideration in these matters.

Researcher name (please print)

Patron/License #

Research topic, subject, and scope

Collection/Call number(s)

Box and folder number(s)

Appendix E: Photocopy/Digital Scan Request Form

Highland City Library Special Collections and Manuscript Archive
5400 W. Civic Center Drive, Suite 2
Highland, UT 84003
Phone 801-772-4528
Fax 801-756-6903

Approved/Date: _____ # copies _____

By signing this application the applicant agrees to abide by and adhere to all terms, conditions and provisions of this agreement. If you have questions ask before signing.

Photocopy decisions are made on a case-by-case basis by the Center's staff. Some materials cannot be copied because of condition or other factors.

I understand that:

1. Staff will only photocopy materials of letter size (8.5" x 11") or smaller.
2. Staff will only scan materials of ledger size (11" x 17") or smaller.
3. Staff will photocopy or scan books and materials that are in reasonable condition where such action will not cause any or further damage.
4. Staff will photocopy or scan materials that are not under donor mandated restrictions.
5. Staff will **NOT** Photocopy or scan entire collections or large portions thereof.
6. Photocopies and digital scans are for personal or research purposes only. Permission to publish, broadcast, or exhibit must be obtained from the library.
7. Due to staffing limitations requests for large quantities of photocopies or scans may require a wait time of up to 5 business days from time of the request.
8. I am responsible for all copyright law pertaining to the use of this item (See reverse).

Signature (I have read and understand these instructions)

Date

Print name

Patron/License #

Address

City, State, Zip Code

()

Phone number

Email address (required for Digital Scans)

Intuitional/Professional affiliation or academic status

Item Description and Intended Use

Copyright and Other Laws

Unpublished materials are held under copyright to the author for the life of the author plus seventy years. If the author is unknown or the death date of the author is unknown the copyright is 120 years from the date of creation of the material. Users of materials at the Highland City Library accept full legal responsibility for observing the copyright law, as well as the laws of libel and invasion of privacy and property rights.

The copyright law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or 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 other reproduction for purposes in excess of "fair use," the user may be liable for copyright infringement. This library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law. More information about the copyright law can be found at <http://www.copyright.gov/>.

Please be aware that the 1976 Copyright Act provides protection for documents from the date of creation whether or not they are formally copyrighted. It is very important that researchers obtain permission for the publication of material. This can be done via the Permission to Publish, Broadcast, or Exhibit form for our collection unless otherwise dictated by the donator. Any original copyright holders must also be contacted for right of use by the researcher. The Highland City Library will not be held responsible for the failure of the researcher to obtain rights from the original copyright holder.

Appendix F: Permission to Publish Broadcast, or Exhibit

Highland City Library Special Collections and Manuscript Archive
5400 West Civic Center Drive, Suite 2
Highland, UT 84003
Phone: 801-772-4528
Fax 801-756-6903

Approved/Date: _____ Paid (\$10)

This application is required to receive permission to publish, broadcast or exhibit images or materials from the collection in any format. Publishing permissions are granted on a case by case basis. Filling out this form does NOT imply publication permission.

By signing this application the applicant agrees to abide by and adhere to all terms, conditions and provisions of this agreement. If you have questions ask before signing.

I agree to only use Archival materials in the manner set forth below and obey all Copyright Laws (reverse). I understand that I must seek permission from the *original copyright owner* prior to any sort of publication, broadcast, or exhibit whether it is for profit or non-profit use. The Highland City Library will not be liable for any action taken by myself if I do not seek consent of the original copyright holder.

I understand that if I use the materials in an unapproved manner I am subject to additional fees and possible legal action. I understand that this permission is for only one use of the item. Any further uses will require separate permission requests. \$10 will be assessed for each item per use.

I agree to include the following permissions statement with all materials:

"Item courtesy of the Highland City Library, Highland, Utah."

Signature (I have read and understand these instructions)

Date

Print name

Patron/License #

Address

City, State, Zip Code

()

Phone number

Email address

Intuitional/Professional affiliation or academic status

Item Description and Intended Use

Copyright and Other Laws

Unpublished materials are held under copyright to the author for the life of the author plus seventy years. If the author is unknown or the death date of the author is unknown the copyright is 120 years from the date of creation of the material. Users of materials at the Highland City Library accept full legal responsibility for observing the copyright law, as well as the laws of libel and invasion of privacy and property rights.

The copyright law of the United States (Title 17, U. S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or 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 other reproduction for purposes in excess of "fair use," the user may be liable for copyright infringement. This library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law. More information about the copyright law can be found at <http://www.copyright.gov/>.

Please be aware that the 1976 Copyright Act provides protection for documents from the date of creation whether or not they are formally copyrighted. It is very important that researchers obtain permission for the publication of material. This can be done via the Permission to Publish, Broadcast, or Exhibit form for our collection unless otherwise dictated by the donator. Any original copyright holders must also be contacted for right of use by the researcher. The Highland City Library will not be held responsible for the failure of the researcher to obtain rights from the original copyright holder.