Guidelines for Use of Special Collections Materials

- Photocopying will be provided subject to physical condition of the item to be copied, donor-imposed restrictions, and copyright.
- Photocopying decisions will be made on a case-by-case basis by Special Collections staff.
- Duplications of Special Collections materials may be used without prior permission only for private study, scholarship, or research.
- If the patron uses the photocopy or other duplication for purposes in excess of “fair use,” he or she may be liable for copyright infringement.
- The patron agrees to publish no portion of these materials without the written permission of the copyright holder, and the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.
- Theft, destruction or mutilation of these materials is a crime.
- Citations should follow this format: [Item identification, Name of collection]. Courtesy of Special Collections, University of Houston Libraries.
- The patron agrees to give the department a copy of any publication which relies heavily upon its collections.

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Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other duplications 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 specified 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 duplication for purposes in excess of "fair use," that user may be liable for copyright infringement.

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

By signing this form, the patron acknowledges responsibility for observing the above guidelines.

Signature of Patron _______________________________ Date ____________