

## Special Collections - University of Arizona Library

### Manuscript Use Policy

#### Rules Governing the Use of Manuscripts

1. **Permission to Examine** will be granted upon completion of the Manuscript Use Request Form. Permission is granted subject to any restrictions made by donors or depositors. Readers may be required to use microfilm or printed copies at any time.

2. **Protection of Manuscripts:** The reader is responsible for safeguarding of all manuscript materials. Materials may not be removed from the reading room. Materials should not be re-arranged within their folders or cartons. They must be kept in the order in which they are delivered. Manuscripts must not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them. Eating and smoking in the Special Collections Reading Room is prohibited.

3. **Permission to Publish:** Permission to examine manuscript materials is not authorization to publish them, either in print or electronic form (including web pages). To the extent it may properly do so Special Collections will grant publication right to qualified applicants. Researchers who plan to publish are urged to inquire about any restrictions or fees before beginning research. A separate request for permission to publish must be submitted. A complimentary copy of the publication using Special Collection manuscript holdings should be provided to the Library as soon as the work is published. All appearances of Special Collections material must be cited:

Special Collections  
University of Arizona Library  
Name of the collection  
Location of the item by box and folder, or other unique identification

4. **Copyright:** Permission to publish does not surrender Special Collections right to publish or grant permission to others to publish.

5. **Photocopying:** Special Collections will consider photocopying of manuscript materials when this can be done without damage to the manuscripts and for personal research use only. No copies may be deposited at other repositories without prior permission.

6. **Special Service Fee:** Duplication orders taking more than 1/2 hour are billed at \$32 per hour for services involved in paging and preparing materials from manuscript collections.

Special Collections - University of Arizona Library

Manuscript Use Request Form

Call Number:

Author:

Title:

Date: \_\_\_\_\_

Name (Please print): \_\_\_\_\_

I have carefully read the Rules Governing the Use of Manuscripts, and I agree to comply with those rules, including the requirement that Special Collections **manuscripts may not be published in whole or in part unless such publication is specifically authorized.**

The subject, scope and purpose of my research are:

Applicant's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Permanent address: \_\_\_\_\_

Institutional affiliation and academic status: \_\_\_\_\_

Local address: \_\_\_\_\_

Telephone: \_\_\_\_\_