

Reproduction Order Form

Name: _____ Organization or agency (if applicable): _____

Phone: _____ Email: _____

Street address: _____ City: _____ State: _____ Zip code: _____

Please check one of the following affiliations:

- | | |
|--------------------|---|
| UNLV Undergraduate | NSHE Affiliate |
| UNLV Graduate | Local Resident (Non-Affiliated, In-State) |
| UNLV Faculty/Staff | Visitor (Non-Affiliated, Out-of-State) |
| UNLV Alum | |

Please select one **category** and **subcategory** that most closely describes the specific application:

Academic:

Coursework/Class Assignment Research/Publication Teaching/Classroom Use Thesis/Dissertation

Cultural & Community:

Exhibits Heritage Reclamation Community-Based Research/Publication Media Productions (Film, Radio, Podcast)

Personal:

Creative Work (e.g., Poetry, Art, Blog) Genealogy/Ancestry Leisure Personal Research/Publication

Public Engagement:

Public Exhibitions (Libraries, Museums, Civic Spaces) Public Programs & Initiatives
Creative Public Storytelling (e.g., Media Art, Podcast, Community Zine) Community Media

Professional/Legal:

Workplace Projects Continuing Education Professional Research/Publication Legal Preparation or Proceedings
Compliance, Policy, or Regulatory Use

If not listed, please specify: _____

Describe the intended use and purpose of the materials in your project: _____

Copyright and Use Agreement for Reproductions

WARNING CONCERNING COPYRIGHT RESTRICTIONS. **Copyright of the United States (Title 17, U.S. Code) governs the making of photocopies, photographs, or other reproductions 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 reproduction is not used for any purpose 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 user may be liable for copyright infringement.** The Libraries reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The Libraries welcome you to use materials in our collections that are in the public domain and to make fair use of materials as defined by copyright law. **This document and/or the provision of a reproduction are not a copyright permission, license, or transfer of rights.**

The Libraries do not claim to control the rights for reproduction for all materials or images in its collections. Many images or materials in its collections **are protected by copyright, trademark, privacy, publicity rights, or other interests not owned by UNLV.** The publishing party assumes all responsibility for determining whether any permissions relating to copyright, privacy, publicity, trademark, or any other rights are necessary for an intended use, and for obtaining all required permissions. **The Libraries only provides permission to publish when rights are clearly owned by UNLV.**

The Libraries will not do research concerning the existence and/or whereabouts of rights holders. The Libraries will not facilitate requests for permission. To the extent that the Libraries provide available information about potential rights holders, the Libraries do not warrant the accuracy of such information and shall not be responsible for any inaccurate information.

The requestor agrees to defend, indemnify, and hold harmless the Libraries, the University of Nevada, Las Vegas and its Regents, officers, agents and employees, from and against any and all liabilities, losses, demand, penalties, costs, expenses, attorneys' fees, lawsuits, fines, judgments, or causes of actions, including but not limited to claims relating to infringement of copyright, trademark, invasion of rights of privacy or publicity, or libel that arise either directly or indirectly from any use by the requestor of the images and/or materials provided by the Libraries, the University of Nevada, Las Vegas or its employees, Regents, or agents.

The requestor shall not use the name of the Libraries or UNLV in any manner which creates any false association between the image, materials, the Libraries, and/or UNLV and the requestor, or that incorrectly implies any sponsorship or endorsement by the Libraries, UNLV, or any third-party rights holder.

All reproductions of images and materials must be **credited to the UNLV Libraries Special Collections** as the source. We also appreciate receiving a copy of published material.

By typing or signing your name below, you confirm that you have read and agree to the Copyright and Use Agreement for Reproductions.

Name: _____

Date: _____

In Office Use Only

Reproduction Order Number:
YYYYMMDD(Last Name Initial)(First Name Initial) _____

Date Request Received: _____

Date Completed: _____

Reproduction Fee: _____

Calculated Research Fee: _____

Research Time (in hours): _____

Hourly Rate Applied: _____

TOTAL AMOUNT DUE: _____

Date Paid / Payment Confirmed: _____

Staff Initials or Completed By: _____

Delivery Method (e.g., email, print, download link, mail): _____

Notes or special instructions: