

PHOTOCOPIED REPRODUCTIONS ORDER FORM

RESEARCHER'S NAME (PRINT) _____

RESEARCHER'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK TELEPHONE (____) _____ HOME TELEPHONE (____) _____

EMAIL ADDRESS: _____

RESEARCHER'S NAME (SIGNATURE) _____ DATE _____

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies 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 specific 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 reproduction 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.

Please contact staff and describe your request before sending order forms. You will then be contacted by a staff member to discuss your request. Please do not send any form of payment until you are first billed by staff for any orders.

Flag #	Collection, Box & Folder # or Call #	Item Description	Item Date	# of Pages	\$
Total Number of Photocopies from Back					
Total Number and Cost of Photocopies					
Cost of Postage and Insurance					
Total Cost					

RETRIEVAL: _____ Will Wait _____ Will Pick Up _____ Please Mail

ORDER TAKEN BY: _____
(STAFF MEMBER'S NAME)

RE-FILED BY: _____ DATE: _____

Flag #	Collection, Box & Folder # or Call #	Item Description	Item Date	# of Pages	\$
TOTALS TO CARRY FORWARD					

Patrons who have questions concerning photocopy requests and cannot request photocopies in person can contact us:

Fax Number: 252-328-0268

Telephone Number: 252-328-6671

Email address: specialcollections@ecu.edu

Mailing Address: Manuscript and Rare Books Department, J. Y. Joyner Library,
East Carolina University, Greenville, NC