

## Horrmann Library Archive Materials Usage Request Form

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1. List material to be published, giving collection name and call number.

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2. Indicate whether the material is to be quoted, cited, or reproduced in facsimile.

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3. State how the material is to be used: the type of publication, proposed title, publisher's name, and expected date of publication.

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4. Indicate the nature of the publication; e.g., scholarly, popular, commercial, etc. \_\_\_\_\_

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8. The Archives requests a complimentary copy of all publications that rely heavily on its collections.

9. Publication of entire manuscript items or substantial portions may be subject to use fees.

Requestor Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Archive Staff Init. _____ Approved? _____ Conditions? _____
Date _____ Notified Requestor? _____