



ARCHIVES MATERIALS REQUEST FORM

James Pendergrast Memorial Library
Albany State University

Request Accepted By: _____

Date Accepted: _____

Date Material is needed (allow at least 48 hours): _____

(Please print clearly, do not abbreviate, fill out the entire form)

Name: _____

Status: Faculty_____ Staff_____ Graduate Student_____ Undergraduate_____ Other_____

Address _____

City _____ State _____ ZIP _____

Phone number () _____ FAX () _____

Signature at Check-out _____

Date: _____

Signature at Check-in _____

Date: _____

Materials requested (please be specific):

Staff may provide photocopies when applicable at the cost of \$.25/page to the requester.

Photocopies Acceptable _____

Original Only _____

Special Instructions:

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- ❖ **WARNING:** Copyright restrictions may apply. The copyright law of the United States (Title 17, US code) governs the making of photocopies or other reproductions of copyrighted materials. Libraries and archives are only authorized to furnish a photocopy or reproduction under certain specifications. One of these specifications is that the photocopy or reproductions is not to be used for any purpose other than private research, study or scholarship. If a user makes a request for any other purpose, that the user be liable for copyright infringement. This institution reserves the right to refuse a request if, in its judgment, fulfillment of the request would involve copyright infringement.
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Potential. Realized.
