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HEADQUARTERS LIBRARY

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The purpose for my use of this material is:

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institution

for _____ on _____
degree or class subject

2. A book or article on _____

3. Other use (specify) _____

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Approval granted by _____ Date _____

Mail, Fax, or email this form to:

ALA Archives
1707 S. Orchard St.
Urbana, IL 61801

Email: ala-archives@library.illinois.edu
Fax: (217) 244-4300

POLICIES & REGULATIONS GOVERNING USE OF AMERICAN LIBRARY ASSOCIATION ARCHIVES

Detach and Keep this Portion of the Application for Future Reference

The American Library Association's basic policies support freedom of research and the unrestricted dissemination of the results of research. As a consequence, the following policies governing the use of archival materials are intended to be as liberal as possible with due consideration given to the needs of all scholars, the restrictions imposed by authors, donors, or ALA unit involved, the laws concerned with copyright and proprietary rights, the nature of the materials, and the physical preservation of the materials.

CONSULTATION

1. Any person may make written application to the Headquarters Librarian or the Archivist for permission to examine the archives. Permission, subject to any restrictions on access imposed by the writer, the donor, or the American Library Association, will be granted at their discretion.
2. Archival materials are to be used only at the University of Illinois Archives. Archives users are required to conform to the regulations governing handling and note-taking which are specified by the University Archivist.

REFERENCE SERVICES

3. For any inquiry, whether in person, on the phone, through the mail or e-mail, the Archives will provide 1/2-hour free reference service, and up to 10 complementary pages of photocopied materials in the ALA Archives. Any reference work required beyond the 1/2-hour free service must be secured through hiring a research assistant at the current graduate hourly rate of pay. The University Archives will work with you to obtain additional services. The researcher must also reimburse the Archives for photocopies beyond the maximum permitted. If more than 100 photocopies are requested, the University Archives will assist the researcher in using the services of the Library's Photographic Services unit. The Library's Photographic Services will bill the researcher directly for the cost of the photocopies, shipping and handling.

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4. Archives may not be copied by any process unless the applicant has completed and signed the attached user application form, and provided written assurance that no document or substantial portion of a document will be published or reproduced without the permission of the writers or their legal representatives and the Executive Director of the American Library Association or the Archivist.
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7. Use of photographic material is subject to the general guidelines of the University of Illinois Archives outlined in the document "Photograph Use Policy." Prior to photocopying of photographic material, all persons must complete the ALA "Agreement to Conditions for Use of the Photographs."

PUBLICATION

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10. Permission to publish will ordinarily be granted by the Executive Director or the Archivist provided that: if a research project is contemplated, it meets accepted standards of scholarship, and written permission for the specific use is secured from the copyright holder.

11. Where permission to publish is granted, the applicant agrees a) to indicate in the published work that the original is located in the Archives of the American Library Association; b) to assume full and complete responsibility for any infringement of copyright or literary rights that may grow out of use or publication of the material; and c) to provide the Archives of the American Library Association with one copy of all publications or other products, including videotapes and electronic or computer products, resulting from use of the materials.