

## Arizona Historical Foundation Conditions of Use

The policies below are designed to protect the AHF collections while providing the best possible access to researchers. Your signature on the form indicates that you agree to these conditions. Researchers may be barred from future use of the reading room and AHF collections for violating these policies.

### Reading Room

- ❖ The reading room is open to researchers during regular hours as posted, and follows the general schedule of the Arizona State University calendar.
- ❖ Researchers must sign the *Conditions of Use* form each day upon arrival. Permission to examine materials will be given upon completion and signature of the form.
- ❖ AHF reserves the right to deny access to any material that is fragile, not yet processed, or which is restricted at the wish of the donor.
- ❖ AHF is a non-circulating, closed stacks repository. Materials may not leave the Reading Room. Theft or mutilation of materials is a crime that will be prosecuted.
- ❖ No ink may be used in the Reading Room. Pencils are provided.
- ❖ All coats, briefcases, backpacks, handbags and personal property not essential to research are to be left in lockers provided outside the ASU Luhrs Reading Room, located next to AHF.
- ❖ Food, beverages, and smoking are not allowed.

### Requesting Material

- ❖ After signing in you will be given a call form. Up to 10 items may be listed on a single *Call Form*. Complete the form with as much detail as possible, including collection name, box and folder numbers, call number, and author. **Please print clearly.**
- ❖ Items can be pulled ahead of time and placed on hold if an appointment is made. For out of town researchers this can be a time saving approach. Please contact the office at 480-965-3283 or [contact@ahfweb.org](mailto:contact@ahfweb.org) to set up a research appointment.

### Use of Materials

- ❖ All materials are to be handled with great care. Materials should not be rearranged within their folders or boxes. They must be kept in the order in which they are delivered. Suspected irregularities in arrangement should be brought to the attention of the staff.
- ❖ No marks may be added or erased from any archival material.
- ❖ Materials must not be leaned on, written on, folded anew, traced, or handled in any way likely to damage them.

### Reproduction of Materials (photocopies, photographs, and other media)

- ❖ A signed *Conditions of Use* form is required before orders can be completed. Telephone or email orders should fax (480.965.5744) or email the signed form to AHF along with the *Reproduction Order Form*. The forms are available in the Reading Room or on online at <http://www.ahfweb.org>.

- ❖ **Copyright:** The copyright law of the United States (Title 17, U.S. 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 specified conditions is that the photocopy or reproduction is not 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 or “fair use” that user may be liable for copyright infringement.

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No more than 10% of any book will be copied. Additional restrictions may apply to some materials based on copyright law and donor restrictions. In general, manuscript materials may be copied in their entirety unless restricted by donor agreement or statute.

- ❖ Reproduction is handled on a case by case basis. For purposes of preservation, fragile and particularly rare items will not be photocopied or digitized. The Foundation reserves the right to refuse to accept an order if, in its opinion, fulfillment of the order would involve violation of copyright law or donor restrictions, or would damage the original.
- ❖ All duplication will be handled by AHF staff.. Use of cameras or any other duplication technology in the reading room requires special permission.
- ❖ **Permission to examine materials does not constitute permission to publish or quote, either in print or in electronic format (including web pages).** Written authorization from AHF is required. Researchers who wish to request authorization to publish must submit a completed *Permission to Publish* form and use fee. A use fee is charged for the commercial publication or exhibition of materials. Use fees are for one-time, one-edition rights. Use fees are not charged for use of AHF holdings in student papers, theses or dissertations. To the extent it may properly do so AHF will grant publication right to qualified applicants. A complimentary copy of the publication using AHF holdings should be provided to the Foundation as soon as the work is published.
- ❖ Any publication or exhibition of Foundation materials must be credited to the Arizona Historical Foundation. Presentation of images in web pages, multimedia format, print, film or television must be accompanied by a cutline citation to the Foundation, preferably in close proximity to the image. Materials appearing in scholarly works must be accompanied by full citations including the name of the collection, call number or box and folder number/call numbers.
- ❖ AHF hereby notifies patrons that rush order services may not be possible and assumes no responsibility for missed deadlines in case rush service is not available.

I have carefully read the *Conditions of Use* and I agree to comply with those rules, including the requirement that AHF materials may not be published, in whole or in part, without authorization by AHF.

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Company/Institution (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Signature \_\_\_\_\_