REQUEST FOR COPIES OF MATERIALS (OTHER THAN PHOTOGRAPHS*) FROM THE NMM ARCHIVES

Copying and Scanning: Researchers may use this form to request copies or scans of materials (other than photographs*) from the NMM Archives as long as the copies or scans will be used exclusively for private study, scholarship, research, or educational classroom use only. NMM staff members will make the copies requested if the materials can withstand copying and are not restricted from copying for legal or policy reasons. Copies or scans may not be published, further reproduced in any other format, used for commercial gain, or transferred to any other person or institution, without written permission from the copyright owner(s) and the NMM.

Copyright Permission: The materials within the NMM Archives are protected under the copyright law of the United States (Title 17, U.S. Code): http://www.copyright.gov/title17/. Researchers are responsible for securing permission from the copyright holder(s) to publish or reproduce content from materials found in the NMM Archives. The NMM and The University of South Dakota (USD) do not own the literary rights to materials in the NMM Archives unless such rights have been specifically granted by the author, composer, the author's or composer's heirs, or assigns. The NMM and USD do not assume any (rather, the researcher assumes all) legal responsibility for any infringement of literary, copyright or publication rights belonging to the author or composer, heirs or assigns. In granting permission to publish materials held in the NMM Archives, neither the NMM nor USD surrender their own rights to thereafter publish materials or grant others permission to publish it.

Citations: Researchers who refer to any materials held in the NMM Archives in a published work of any type must follow the format of the following citation samples and donate one copy of the publication to the NMM library:

Sample Citation: The Holton Company Archive, National Music Museum, The University of South Dakota, Vermillion
Sample Citation: The Cecil B. Leeson Collection and Archive, National Music Museum, The University of South Dakota, Vermillion

My signature below indicates that I have read and understand the Guidelines for Access to the NMM Archives and the NMM Library, as well as the published fee schedule for copying and scanning, as they appear on the NMM's website at http://orgs.usd.edu/nmm/HomePageRedirects/research.html. I understand that the NMM reserves the right to determine whether or not its staff can accommodate my specific research request.

Name: _________________________________________________________________
Home/Business Address: _________________________________________________
______________________________________________________________
Phone Number: ______________________ Fax Number: ______________________ E-mail: _______________________________
Signature: ______________________________ Date: ___________________________

Note: The following information must be submitted either on the back of this form, or on an attachment to it, in order to complete your request:

➢ State the purpose for and projected goals of your research, including a list of the specific archival materials you wish to have copied or scanned.
➢ * Requests for photographs should be made on the Digital Image Order Form found at http://orgs.usd.edu/nmm/Fees/ImageOrderForm.pdf