

**Special Collections, General Library
University of California, Davis
100 NW Quad Davis, CA 95616-5292
speccoll@lib.ucdavis.edu**

Phone: (530) 752-1621

Fax: (530) 754-5758

**REQUEST FOR PERMISSION TO USE MATERIALS OWNED
BY THE UC DAVIS LIBRARY SPECIAL COLLECTIONS DEPARTMENT**

Name of Applicant: _____

Institutional Affiliation: _____

Address: _____

City, State, ZIP: _____

Telephone: _____ FAX: _____

E-mail: _____ Order taken by: _____

Current UC Faculty and Staff Current UC Student Non UC

Payment is in advance, via cash or check made out to "Regents of the University of California." Payment must accompany the completed Permission to Use form. Upon receipt of payment and the completed form, we will send you a copy of the signed form and the reproductions.

Materials to be used (Attach additional sheets if necessary)

Call number	Title or description

Description of publishing project

Author(s): _____

Title of project: _____

Publisher: _____

Place of publication: _____

Expected date of publication: _____

Type of project:

Book Article Video, DVD Website
 Exhibition, short term Exhibition, long term
 Commercial use Film crew Other _____

Staff Use Only

of items: _____

of uses: _____

[OVER]

Conditions of Use

1. I hereby request permission to use the materials listed on the front of this form, which are owned by Special Collections, University of California Library, Davis.
2. Because ownership of the actual physical materials is separate from ownership of the copyright in the materials, permission to use and/or reproduce may need to be sought from separate owners. Therefore, I AGREE NOT TO PUBLISH OR OTHERWISE REPRODUCE ANY OF THE MATERIALS LISTED ON THIS FORM WHICH ARE SUBJECT TO COPYRIGHT WITHOUT FIRST HAVING OBTAINED WRITTEN PERMISSION FROM **THE COPYRIGHT OWNER, OR HIS OR HER HEIRS OR ASSIGNS.**
3. I agree to acknowledge the library as the owner of the materials as follows [Identification of item], [Collection Name], [Collection Number], Special Collections, UC Davis Library.
4. I agree to send Special Collections a free copy of the work (in any medium) which contains reproductions or quotations of Special Collections materials.
5. **I agree to indemnify, defend and hold harmless The Regents of the University of California, its officers, agents and employees from and against any and all claims, liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of my failure to comply with the above requirements.**

Signature: _____ Date: _____

Special Collections Use Only

Copyright Not Held by Special Collections

_____ The actual physical materials described above are owned by Special Collections, and permission is hereby granted for one-time use and reproduction of these materials for the purpose described above, **provided permission to reproduce and publish has been secured from the copyright owner(s).**

Copyright Held by Special Collections (on behalf of the Regents)

_____ The actual physical materials described above **and the copyright thereto** are both owned by Special Collections, and permission is hereby granted for one-time use, reproduction and publication of the materials for the purposes described above.

Subject to all specifications and conditions stated above, **ONE-TIME** permission to use the designated materials owned by Special Collections is granted.

Permission to use granted by (for Special Collections):

NAME

TITLE

DATE