

Request to Publish

Name:	
Address:	
City, State, Zip:	
Phone:	
Email:	

Name of Collection:

I hereby request permission to publish the following (letters, photographs, ...):

This will be published in (please state the details of publication – title, publisher, date of publication, etc.):

Credit: Title/Collection of Work, Special Collections Research Center, Syracuse University Libraries
[SCRC will provide proper title / name of collection].

Agreement:

Permission is granted only for the publication described. The Libraries reserve all rights to make collections available for use and publication by others. SCRC requires a complete copy of any publication (in any medium) that makes use of its materials.

In granting permission to publish, the Libraries claim no right beyond ownership of the material and assume no responsibility for infringement of copyright or publication rights held by others. SCRC reserves the right to charge a publication fee for materials where it owns copyright.

I have read the above statements. I will make no use other than that described above. I also assume sole responsibility for infringement of copyright, or other rights pertaining to this material, and I indemnify and hold harmless the Libraries against all suits, claims, actions, and expenses arising out of the use of the materials.

Signature:

Date:

FOR OFFICE USE ONLY

Fees Waived / Total Publication Fee (if applicable):

Approval (by Librarian):

Date:

Your request to publish will be approved upon your receipt of our counter-signed copy.