

**SPECIAL COLLECTIONS,  
UNIVERSITY OF MARYLAND LIBRARIES  
DIGITIZATION AGREEMENT FORM**

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States 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 the specific 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 of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**I have read the notice *Warning Concerning Copyright Restrictions* and agree to comply with its terms and conditions.**

**I certify the following:**

**A.** With respect to materials in which the copyright holder is known: (1) I have obtained permission from the owner of the copyright to use the material and will comply with all requirements of the owner regarding notice; (2) I agree to hold the University, its agents and employees harmless from any and all claims or liability of any kind arising out of or related to my use of the protected material; (3) I agree not to modify or alter the protected material in any way other than what is necessary to reproduce or format the image for publication or posting on the Internet; and (4) any use of such material will be accompanied by a copyright notice, attribution to the named collection, acknowledgment of the photographer, if applicable, and the credit line “Special Collections, University of Maryland Libraries.”

**B.** With respect to materials in which the University is the owner of the copyright: (1) I agree to hold the University, its agents and employees harmless from any and all claims or liability of any kind arising out of or related to my use of the protected material; (2) I agree not to modify or alter the protected material in any way other than what is necessary to reproduce or format the image for publication or posting on the Internet; (3) any use of such material will be accompanied by a copyright notice, attribution to the named collection, acknowledgment of the photographer, if applicable, and the credit line “Special Collections, University of Maryland Libraries.”

**C.** With respect to materials in which the copyright holder is unknown or has failed to respond to my requests for permission despite reasonable efforts: (1) I agree to hold the University, its agents and employees harmless from any and all claims or liability of any kind arising out of or related to my use of the protected material; (2) I agree not to modify or alter the protected material in any way other than what is necessary to reproduce or format the image for publication or posting on the Internet; and (3) any use will be accompanied by a copyright notice (if the copyright holder is known), attribution to the named collection, acknowledgment of the photographer, if applicable, and the credit line “Special Collections, University of Maryland Libraries.”

**SPECIAL COLLECTIONS,  
UNIVERSITY OF MARYLAND LIBRARIES  
DIGITIZATION AGREEMENT FORM**

|  |  |
|--|--|
| <b>Name:</b>   |  |
| <b>Address:</b>  |  |
| <b>Telephone:</b>  |  |
| <b>Email:</b>  |  |
| <b>Institutional Affiliation</b> ( <i>if any</i> ):  |  |
| <b>Intended Use of Image</b> (i.e. publication, website, etc.)   |  |
| <b>Photo Identification</b> ( <i>if not presented with Use Agreement Form</i> )                                |  |
| <b>Collection Title:</b>   |  |
| <b>Equipment Type</b> ( <i>If using a personal camera, digital camera, or scanner, please indicate here</i> ): |  |

***For digitization orders performed by special collections staff only:***

|   |  |
|---|--|
| <b>Preferred File Format</b> ( <i>If no format is specified, then high-resolution JPG files will be provided</i> ): |  |
| <b>Preferred dpi setting:</b>   |  |
| <b>Special instructions:</b>  |  |
| <b>Total Cost:</b>  |  |

I signify that I have read the Digitization Agreement Form and agree to abide by all the policies and procedures therein.

|                               |  |              |  |
|-------------------------------|--|--------------|--|
| <b>Patron Signature:</b>      |  | <b>Date:</b> |  |
| <b>Completed by (staff) :</b> |  | <b>Date:</b> |  |

In accordance with the above certifications, I am requesting that the materials on the attached sheet(s) be digitized: