



Baldwin County Department of Archives and History
Special Collections ~ Film and Media Archive



305 East 2nd Street, 312 Courthouse Square, Suite 26 ~ Bay Minette,
Alabama 36507
ph: 251-580-1897; fax: 251-580-2528

Request for Reproduction of Archival Materials

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

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 to 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.

As part of the Archive's procedures, researchers are asked to fill out a [Registration Form](#) before receiving duplicated materials.

- Archives staff will be solely responsible for creating reproductions of materials.
- Patrons desiring to duplicate materials from the Archive Collections must complete, sign and return this form.
- The Archive reserves the right to make decisions about what materials can be photocopied, photographed, digitized, or otherwise duplicated based on the condition of materials, access restrictions, and copyright restrictions.
- In certain cases, written permission of the copyright holder may be required before the department will authorize reproduction.
- Researchers must complete a [Notification of Intent to Quote or Publish](#) form before quoting from or publishing archival materials. Publish is here used to mean presentation in whole or in part in seminar or term papers, theses or dissertations, journal articles, monographs, books, digital forms, photographs, images, films, videos, broadcasts, dramatic presentations, transcriptions, or any other form prepared for a limited or general public.

Location Code _____

Please return to:

Department of Archives and History
Use Agreements,
312 Courthouse Square, Suite 26
Bay Minette, Alabama 36507
Email: archivalrecords@baldwincountyal.gov
Fax: (251) 580-2582

Type of Duplication*

Photocopy _____	\$.25 per copy
DVD _____	\$15.00

Delivery Instructions:

Pick up at Archives (no fee) _____

U S Mail _____

I agree to abide by all the rules and directives given above and pay all fees assessed.

Signature of Requester

Date

Staff initials: _____

Date: _____

Approved by BCDAH (online/mail in request (s))

Director of Archives

Date