

**Agreement for Use of Materials Held in the
North Carolina Collection
Durham County Library**

Intended Use Fully describe the intended use of the materials and if for publication, list author, title, publisher, and date:

List of Materials Please list the items requested. For images, list the title and number of the image(s) from the Web site.

Format Desired (JPEG, TIFF, other) and Dots Per Inch (**DPI** or **resolution**) for scans:

Date Needed (please allow a minimum of one week from the time the NC Collection receives your request for it to be filled, longer if you are requesting a number of items):

Preferred Citation

Item description, identifier (if applicable), Folder and Box information. Collection title (NCC.#####). North Carolina Collection, Durham County Library, NC.

Example: Letter dated 9/8/1942, Folder 6, Box 2. Cranford Family papers (NCC.0024). North Carolina Collection, Durham County Library, NC.

Example: "The Story So Far" by Monte Moses, 7/12/1978, Box 20. Friends of Carolina Theatre records (NCC.0017), North Carolina Collection, Durham County Library, NC.

Example: William Henry Neville, c031. Durham Historic Photographic Archive (NCC.0055), North Carolina Collection, Durham County Library, NC.

THE APPLICANT AGREES WITH AND ACCEPTS THE CONDITIONS ON P. 2:

Printed Name: _____ City, State, Zip: _____

Signature: _____ Phone number: _____

Date: _____ Email address: _____

Address: _____

Return this form by email or regular mail: ncc@dconc.gov ; North Carolina Collection, Durham County Main Library, 300 N. Roxboro Street, Durham, NC 27701

CONDITIONS FOR USE
North Carolina Collection
Durham County Library

The applicant agrees:

- 1) to use the materials only for the purpose stated on the form. Later or different use constitutes reuse and is prohibited.
- 2) to give proper credit. The credit line should read **Item title and identifier (if applicable), Folder and Box information. Collection title (NCC.XXXX), North Carolina Collection, Durham County Library, NC.** Please consult staff for assistance with citations as needed.
- 3) Placement of the credit should be as follows:
 - a. printed material—preferably the credit line should appear on the same page as the printed copy and immediately adjacent to it.
 - b. films, filmstrips, video, or electronic media—the credit line should appear where other sources are listed.
 - c. public exhibits—the credit should appear within the exhibit area.
 - d. on the Web—the credit should appear on the same screen as the printed copy and immediately adjacent to it.
- 4) to assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and using the materials and to assume responsibility for obtaining all necessary permissions pertaining to use. The applicant understands that in most cases the copyright owner is NOT the Durham County Library.
- 5) to defend and indemnify and save and hold harmless Durham County Government and the Durham County Library, from any and all costs, expense, damage and liability arising because of any claim whatsoever that may be presented by anyone for loss or damage or other relief occasioned or caused by the release of materials to the undersigned applicant and their use in any manner, including inspection, publication, reproduction, duplication, or printing by anyone for any purpose whatsoever.
- 6) to supply the North Carolina Collection with one complimentary copy of any printed or published work in which one or more items obtained from the collection appear.
- 7) not to permit others to reproduce the materials.
- 8) not to place the materials in another public or private collection, repository, or institution.
- 9) that the North Carolina Collection in no way surrenders its own right to publish or otherwise use the materials or to grant permission for others to do so.