

Date: _____

Staff initials: _____

**Photocopy Order Form
National Anthropological Archives**

Name: _____

Address: _____

Telephone/Email: _____

We accept major credit cards, personal checks payable to *Smithsonian Institution*, and money orders.

Card Number: _____ Exp. Date: _____

Security Code: _____ Amount: _____

RESTRICTIONS CONCERNING PHOTOCOPIES:

1. These photocopies are for reference use only.
2. Individuals must obtain permission to publish copies of materials from the National Anthropological Archives. Researchers must also secure permission from copyright owners if the NAA does not own the copyright or if the material is not in the public domain. *Researchers assume all responsibility for questions of copyright and invasion of privacy that may arise in copying and in the use made of the copy.*
3. Individuals intending to cite materials should credit the NAA as the source. Please use the following format:

Item description including dates, Series Box and/or Folder Information where appropriate, Collection Title or Manuscript Number, National Anthropological Archives, Smithsonian Institution.

WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish photocopies or other reproductions of copyrighted works. 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" the user may be liable for copyright infringement. The National Anthropological Archives reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I understand and agree to the above.

Signature: _____

