

DEGOLYER LIBRARY

APPLICATION FOR USE OF SPECIAL COLLECTIONS MATERIAL IN READING ROOM

Last Name First Name Middle Initial

Address

City State Zip Code

Phone Number Email Address

Research Topic SMU Faculty SMU Graduate Student

SMU Staff SMU Undergrad Student

Outside Researcher

RULES GOVERNING THE USE OF MATERIALS

Regulations:

Permission to access materials is granted to scholars, advanced students, undergraduates, and visitors not affiliated with Southern Methodist University who complete this application, agree to the following regulations, and provide a current photograph identification card. This application must be renewed each year.

- DeGolyer Library materials are non-circulating and may only be used in the Reading Room.
Only items necessary for research are permitted in the reading room. These include laptops, paper, pencils (no pens), cameras, and mobile phones on silent mode. Materials taken into the area are subject to inspection by staff members before researchers leave the Reading Room. Lockers are available to researchers for personal items not allowed in the Reading Room.
Special care must be observed in handling materials in order to preserve them for future researchers. For this reason, eating, drinking, smoking, and telephoning are not permitted. Library staff is available to demonstrate proper handling of materials.
The library reserves the right to limit the number of items issued to a researcher at any one time. In using manuscripts and photographs, the user should exercise particular care and return items in the same order in which they are received. If the user uncovers damaged or misplaced items, please notify a staff member.
Researchers must complete a call slip for each item they wish to use and turn it in at the library's front desk to be paged. All material must be returned to the front desk at the end of each use. A limited number of items may be placed on hold for use in the immediate future.
The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary right, property right, and libel. The undersigned also covenants and agrees to exonerate, indemnify, and hold Southern Methodist University, its Trustees, Fellows, Officers, Servants, and Agents harmless for and on account of any loss, cost, damage, or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials used.
Permission to publish in any format requires the proper completion, signing, and approval of the Application to Publish.

Reproductions:

All reproduction requests are reviewed by Library staff, and the Library will reproduce collection materials in compliance with donor stipulations and with the fair use clause of the United States copyright law. The Library's sale of a reproduction does not imply an authorization to publish it.

- The Library reserves the right to restrict the total number of copies made and to decide whether a particular item may be reproduced to ensure that copying or scanning will not damage original materials.
The applicant understands that while staff will take reasonable care in making copies, the Library assumes no responsibility for the quality of the reproductions.
Upon completion of the Photocopy Request Form, the Library will provide the requested photocopies within 5 business days of the request. Payment for the expected charge must be arranged at the time the request is made. Researchers can request hard copies or PDFs.
It is the user's responsibility to obtain permission to publish texts and facsimiles from the owners of the copyright.
Digital cameras are permitted in the Reading Room to make reproductions for personal research purposes only subject to our policy.
To purchase high resolution digital files for publication or personal use requires the Digital Image Request Form.

Citation:

Citations in either published or unpublished works should read: "DeGolyer Library, Southern Methodist University, Dallas, Texas, [Item and collection used]."

Signature of Researcher: Date:

Request Authorized by: