

# Xavier University Library

## Reproduction of Materials Request Form

Use this form to request staff reproduction of materials in the Archives & Special Collections.

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Examples: Image Caption or Title, ID Number (if from a Xavier digital collection), Internet Address, Collection Name (if from an online image), Collection Call Number, Item Name, Folder or Page Number, Box or Volume Number, other descriptive information:

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**IF YOU WANT PART OF A RARE BOOK REPRODUCED PLEASE INDICATE:**

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## Reproduction Guidelines and Agreement

### Reproduction Guidelines

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Library & Information Management  
Xavier University Library  
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Accept or Reject Reproduction Guidelines: Yes \_\_\_\_\_ No \_\_\_\_\_

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Accept or Reject Agreement: Yes\_\_\_\_ No\_\_\_\_

I have read both the Reproduction Guidelines and the Agreement and agree to follow them.

Signature: \_\_\_\_\_