APPLICATION TO PUBLISH BROWN UNIVERSITY LIBRARY MATERIAL

Name: ___________________________________________________________________

Permanent Address: _______________________________________________________

Telephone: _______________ E-mail: ________________________________________

Academic Affiliation: _____________________________________________________

Information about proposed publication, including URL if publication will be electronic:

Title of Book or Article:

Publisher or Periodical Title (Required):

Anticipated Publication Date:

Describe in detail (including page references where applicable) Library material for
which permission is requested. Please include collection and call number information if
known. Requests for permission to publish manuscript or archival materials must include
the collection name, call number, box number and folder number for each passage or
image to be published.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
REGULATIONS GOVERNING PUBLICATION

1. Permission to publish, in circumstances where the Library is qualified to grant it, requires proper completion, signing, and approval of this form. Until a fully executed copy of this form has been returned to the applicant, permission cannot be granted.

2. See table of publication fees. Fees may be waived for non-profit publications. The Library retains sole right to judge what constitutes a non-scholarly or commercial publication. Publication fees are in addition to fees for reproduction.

3. All negatives and color transparencies remain the property of Brown University Library and must be returned promptly.

4. Approval of this application authorizes publication only in a single new work of a facsimile or quotation from the material identified above. Such authorization is not exclusive and Brown University does not thereby surrender its own right to publish or to grant others permission to do so.

5. Credit shall be given as follows: “John Hay Library, Brown University Library.” Or “Brown University Archives”, as applicable. If appropriate, name of individual collection may need to be included in credit line.

6. The Library can grant permission to publish only those manuscripts in its possession for which literary rights have been assigned to Brown or are in the public domain.

7. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify and hold the University, its Trustees, Fellows, Officers, Servants and Agents harmless for and on account of any and all 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 identified above.

8. Author should supply a copy of the publication to the John Hay Library.

Staff Use:
Request to Publish Authorized by: ________________________________

Title: _________________________________________________________

Date: ____________________________________________________________________