

NOTIFICATION OF INTENT TO PUBLISH
East Texas Research Center

CONTACT INFO:

Date: _____

Name (please print): _____

Company or Institution, if appropriate: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

PROJECT INFO:

Book Periodical Film/Video Audio CD TV broadcast Radio broadcast
 Website CD-ROM Exhibition Advertisement Other

Title of Publication/Exhibit/Project: _____

Author/Curator/Producer: _____

Publisher/Museum/Company: _____

Projected date(s) of publication/exhibit/broadcast: _____

Additional information:

MATERIAL TO BE PUBLISHED: *Provide detailed description of the material from which you intend to publish, including box and folder #'s. For Photos, please give full item #'s. Attach additional pages as necessary.*

Collection #: _____ Collection Title: _____

Description of item(s):

Collection #: _____ Collection Title: _____

Description of item(s):

Collection #: _____ Collection Title: _____

Description of item(s):

East Texas Research Center
Ralph. W. Steen Library, Stephen F. Austin State University
Box 13055, SFA Station, Nacogdoches, TX. 75962-3055
Phone: 936.468.4100 Fax 936.468.7610
<http://library.sfasu.edu/etrc/>

NOTIFICATION OF INTENT TO PUBLISH
East Texas Research Center

Conditions Governing Use of *East Texas Research Center* Materials:

- It is the policy of the *East Texas Research Center* to assess a fee for the use of materials from its collections. Such fees are assessed on a case-by-case basis and are intended to offset a portion of the Center's costs associated with processing, preservation and the overall maintenance of its collections.
- All requests for the use of *East Texas Research Center* materials, whether for publications, motion pictures, videos, or performances will be considered on a case-by-case basis.
- It is the responsibility of the requestor to obtain any required copyright permissions from the copyright holder, which in many instances will be the *East Texas Research Center*.
- Usage fees cover one-time use only unless otherwise indicated and remitted to the *East Texas Research Center* in advance. Materials may not be further reproduced, retained indefinitely, sold, shared, altered or given to another party, company, or institution for any purpose, without the written permission of the *East Texas Research Center*. Duplication requests require a separate, additional cost.
- The proposed publication or production must result in a suitable and unaltered presentation of the original.
- The following credit line must be used:

The East Texas Research Center, R. W. Steen Library
Stephen F. Austin State University, Nacogdoches, Texas
- The *East Texas Research Center* requires a complete copy of any publication or production to be donated to the *East Texas Research Center*.
- The requestor will defend and hold harmless the *East Texas Research Center* and *Stephen F. Austin State University, It's Board of Regents, Officers, Employees* and *Agents* against all claims, demands, costs, and expenses including attorneys' fees incurred by copyright infringements or any other legal or regulatory cause of action arising from the use of materials from the *East Texas Research Center*.

AGREEMENT: I, _____, certify that the information provided on
the behalf of _____ herein is correct.

requestor name

Furthermore, I understand and agree to the terms of this document indicated by the signature.
(A signed copy of this form will be returned to the applicant in acknowledgment of this agreement.)

Signature of Requestor: _____

Date: _____

Signature of the ETRC Director _____

Date: _____

Signature of the Library Director _____

Date: _____

East Texas Research Center
Ralph. W. Steen Library, Stephen F. Austin State University
Box 13055, SFA Station, Nacogdoches, TX. 75962-3055
Phone: 936.468.4100 Fax 936.468.7610
<http://library.sfasu.edu/etrc/>