



APPLICATION OF USE CONDITIONS FOR PUBLICATION

The archival records in the Jesuit Archives and Research Center are the property of the Central and Southern, Midwest, and Northeast Provinces of the Society of Jesus, as well as the Jesuit Conference.

The Jesuit Archives and Research Center holdings include papers of closed institutions and parishes, early records that concern continuing Jesuit institutions such as Saint Louis University or Marquette University, and files, photographs, books and periodicals related to deceased Jesuits of the eleven past and current provinces for which JARC is the repository.

The Jesuit Archives and Research Center reserves the right to restrict access to archival records. Archival materials are subject to the Access Policy of the Jesuit Archives and Research Center. The researcher promises to use professional discretion in treatment of any information obtained from the Jesuit Archives and Research Center.

Copies may not be duplicated or deposited elsewhere without the prior written consent of the archivist. Supplying a copy is not an authorization to publish or circulate.

Refer to the Professional Use Fee Structure for applicable charges. Please make checks payable to “U.S. Central and Southern Province, Society of Jesus.”

Responsibility of Researcher

The researcher assumes full responsibility for conforming to the laws of libel and copyright which may be involved in his/her use of any record preserved in the Jesuit Archives and Research Center. The researcher further agrees, by signing this application, to hold harmless and indemnify the Jesuit Archives and Research Center, its staff, the Society of Jesus, its officers and members, individually and collectively, as well as all of the damages and/or attorney’s fees which in any way arise out of or result from the release of such information to the requesting individual or entity.

Written permission to publish any records in their entirety or a substantial portion thereof must be requested and approved prior to publication. The researcher has the sole, legal responsibility for obtaining this written permission.

Conditions for Publication

1. Copies of archival document(s) or image(s) are provided solely for use by _____, under this agreement for the purpose of publication, one time only reproduction of the document(s) or image(s).

2. Where the Jesuit Archives and Research Center owns the copyright in any record reproduced, it shall not by reason of the delivery of such reproduction at the request of the applicant be deemed to have assigned or otherwise transferred the copyright.

3. In granting this use, the Jesuit Archives and Research Center does not surrender its right to exhibit, publish, or otherwise reproduce this image, nor to grant permission for others to do so.

4. No copies of the material furnished by the Jesuit Archives and Research Center are to be sold, or in any way further reproduced or used without prior written consent of the Jesuit Archives and Research Center.

5. Acknowledgment of the lending institution, Jesuit Archives and Research Center, must appear for each use in the publication.

6. The Jesuit Archives and Research Center asks that, other than normal cropping of a photograph to fit a specific place, no alterations or changes in the photograph be made without prior written permission.

7. Description of record(s) or photograph(s) being furnished:

8. The archival record or photograph will be used for (please check one):

a. Private research or display only

b. Private audio or visual presentation only

c. Publication

i. Name of presentation, program, or work: _____

ii. Subject to immediate termination, if, within the sole discretion of the Jesuit Archives and Research Center, there exists a breach of any conditions of use, _____ may incorporate the document(s) or image(s) into the presentation, program, or work entitled, _____, and will not use the document(s) or image(s) in any modification or derivation of the presentation or program or any other manner other than to advertise it. The presentation, program, or work containing the document(s) or image(s) will only be created in visual format and only for broadcast or display through _____ (e.g., print, television) on/in _____ (e.g., America magazine, History Channel).

9. Warning Concerning Copyright Restrictions: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. 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," that user may be liable for copyright infringement. The institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Applicant Information

Identify the following personal information:

Applicant Name: _____ Institutional Affiliation: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Telephone: _____ Telephone: _____

Publisher/Distributor Information (if Applicable)

Identify the following information, if you plan to publish or distribute your work:

Publisher/Distributor Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

By typing my name in this form and submitting it to the Jesuit Archives and Research Center, I acknowledge I have read the above and accept the responsibility to observe the above rules. I further acknowledge that a violation of these rules will serve as a cause to prohibit my continued use of the archives.

Applicant Signature

Date

Archivist Signature

Date