



Research & Reference Services
Tel: 617-450-7218
e-mail: research@mbelibrary.org

Open Tuesday to Friday and the first Saturday of every month, 10 a.m. to 4 p.m.

2015 RESEARCH APPLICATION

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 specific 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. This 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.

To allow the Research staff to prepare materials for your visit, please provide the following information about your proposed research topic. The information provided is confidential and for internal Library use only.

NAME

Last *First* *Middle Initial*

PERMANENT ADDRESS

Street *City* *State* *Zip*

PHONE #		E-MAIL ADDRESS	
OCCUPATION		INSTITUTION	

I WOULD PREFER TO BE CONTACTED BY: E-MAIL MAIL TELEPHONE

DESCRIPTION OF PROPOSED RESEARCH *(If possible, please identify your research area, date span, full name of subject, items, or material you would like to request, etc. Attach another sheet, if necessary):*

EXPECTED RESULT OF VISIT/RESEARCH: Article Book Course Paper
 Doctoral Dissertation Exhibit Master's Thesis Media Project
 Personal Research Other (Specify) _____

TENTATIVE TITLE OF PUBLICATION:

RESEARCH & REFERENCE SERVICES GUIDELINES

(Please read carefully and acknowledge your acceptance of the following terms and conditions for Research Room use)

GENERAL RULES

- All patrons must sign in and out of the Research Room on the register each time they enter or exit the room; this serves as our record of who is using our facility.
- The Library provides pencils and paper. Patrons may bring laptop computers into the room, and use them with the sound turned off. They may also bring in notes or other reference material if needed. The Library may stamp materials to identify them as personal property so they do not become mixed with archival materials.

USING LIBRARY MATERIALS

- Archival stacks and collection storage areas are not open to the public. Material is requested on a call sheet and retrieved by Library staff.
- Patrons may view only one folder from one box at a time. Materials should be placed flat on the table while in use. Please consult staff for help, especially when handling any fragile material.
- Please make sure hands are clean (no hand lotion).
- Patrons may not borrow or remove archival material from the Research Room.
- When necessary, the Library reserves the right to refuse access to material (e.g., due to donor restriction or fragility of material). In some cases, copies may be substituted.

REQUESTS FOR COPIES

- Patrons may print out or request copies of up to 40 pages of material from the computer database each day, per individual or per institution. Exceptions will be considered upon request. All copy requests are reviewed by staff on duty in consideration of factors such as quantity, fragility, required staff time, unreasonable use of the collection, and compliance with copyright law. The Library reserves the right to refuse requests.
- Fee schedules for reproductions such as printouts, photocopies, photographs, color copies, and scans are available at the Research Room front desk. Please allow 4-6 weeks to receive copies.

RIGHTS & PERMISSIONS

- The Library cannot give permission to publish material from the collections. To request permission to reproduce, distribute, or publish material from the collections, please contact:

RIGHTS & PERMISSIONS GROUP
The Mary Baker Eddy Collection
210 Massachusetts Avenue, P03-10
Boston, MA 02115
Tel: (617) 450-3400 Fax: (617) 450-3609
Email: permissions@marybakereddycollection.org

Signing this form indicates agreement that permission to examine material in the collections is not authorization to publish, and that photocopies provided are for research use only and do not imply authorization to publish or permission for placement of the copies in another repository.

By affixing my signature below, I certify that I have read the above terms, agree with them, and will comply with the procedures and guidelines for Research & Reference Services.

Name

Date