TERMS AND CONDITIONS OF ACCESS TO THE COLLECTIONS

• I understand that requested materials are made available at the discretion of the Head of Archives and Special Collections. Requests may be denied based on current availability, physical condition, or donor or institutional restriction.

• I agree not to publish or otherwise reproduce and distribute in any form any material which is the property of Caltech without first obtaining the written permission of the Caltech Archives. This agreement covers the transfer of copies that I may make of Caltech’s material under the Archives’ Guidelines for Reproducing Materials.

• The Caltech Archives makes no representation that it is the copyright owner of all of its materials, and I understand that I am responsible for obtaining permission to publish from the actual copyright owner(s) of the material.

• I agree to give credit to the Archives, California Institute of Technology, whenever material from the Archives is quoted, summarized, reproduced or otherwise used in a publication.

• I agree to notify the Caltech Archives of any publications resulting from my work in Caltech’s collections.

• If I arrange for an on-site visit to the Caltech Archives, I agree to comply with the Archives’ Reading Room Rules and to conduct myself in a manner appropriate to a special collections environment.

• I understand and agree that a breach of any of the above conditions, and any other reasonable conditions that may be set forth by the Archives, may result in consequences including the removal or retraction of any publication resulting from use of the Archives’ collections and the denial of access to the Archives’ collections in the future.

4/24/2013
• I agree to hold the California Institute of Technology harmless from all claims, demands, liabilities, damages, costs and expenses arising out of my failure to comply with any of the foregoing terms and conditions.

COPYRIGHT NOTICE
The copyright law of the United States (Title 17, U.S.C.) 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 in excess of “fair use,” that user may be liable for copyright infringement.

DATA COLLECTION AND USE NOTICE
The Caltech Archives may retain indefinitely information we collect from you in connection with your use of archival material, including registration, circulation, duplication and publishing requests, as well as related correspondence. We do not retain or store personal financial information, including credit card or other payment transaction information external to Caltech. Retained information may be shared with third parties to address issues including but not limited to legality, security, the administration of our collections, and other endeavors in support of the mission of the California Institute of Technology.