

## Request for Appointment

H-JLA Form# 1

Today's Date: \_\_\_\_\_

We welcome your interest in doing research at the Henn-Johnson Library and Archives Foundation facility. Please visit our website ([www.hennjohnsonarchives.org](http://www.hennjohnsonarchives.org)) to familiarize yourself with policies and expectations of the Library & Archives. Understanding such things as fees and what is allowed into the facility will make a visit smoother and more productive.

The Archivist will send a response to your Request for Appointment within 7 working days from its receipt. Every effort will be made to meet your scheduled needs.

Name (please print) \_\_\_\_\_

Company or Institution, if appropriate: \_\_\_\_\_

Your email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Please answer the questions below, and attach the form to an email sent to [info@hennjohnsonarchives.org](mailto:info@hennjohnsonarchives.org) or mail to Henn-Johnson Archives, P.O. Box 141, NM 88338**

**1. When (month, day, time and length of visit) would you like to come to the facility in Lincoln.**

\_\_\_\_\_

**2. Your subject matter for Research in the Henn-Johnson Library and Archives:** (please be as specific as possible for the archivist) You may send another sheet if you need more space to reply.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank-you!**

\_\_\_\_\_

**Date Recorded at Henn-Johnson Library and Local History Archives:** \_\_\_\_\_

**Research and Archival Request Form**

H-JLA Form# 2

Name (please print) \_\_\_\_\_ Today's Date: \_\_\_\_\_

Use one Request slip for each item you wish to see. Give title, author, or date if known.

*A copy of each request will remain with the item until you are done, when it will be returned to Archivist with item for re-shelving.*

Item: \_\_\_\_\_

Archivist : \_\_\_\_\_ Time Returned: \_\_\_\_\_

\_\_\_\_\_ Cut here: top copy to go with item, bottom copy kept at desk until item returned \_\_\_\_\_

**Research and Archival Request Form**

H-JLA Form# 2

Name (please print) \_\_\_\_\_ Today's Date: \_\_\_\_\_

Use one Request slip for each item you wish to see. Give title, author, or date if known.

*A copy of each request will remain with the item until you are done, when it will be returned to Archivist with item for re-shelving.*

Item: \_\_\_\_\_

Archivist: \_\_\_\_\_ Time returned: \_\_\_\_\_



Notification of Intent to Publish, page 2.

**MATERIAL FROM THESE ARCHIVES TO BE PUBLISHED** (one sheet per Item):

Collection #: \_\_\_\_\_ Collection Title: \_\_\_\_\_

Description of item(s): *Please give a detailed description of the material from which you intend to publish, including box and folder #'s. For pictorial material, please give full item #'s. Attach additional sheets as necessary.*

**Indemnity.** *"I will defend and hold harmless the Henn-Johnson Library and Local History Archives Foundation, its board of regents, its 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 use of Henn-Johnson materials."*

**AGREEMENT & SIGNATURE:** I certify that the information provided by me herein is correct. Further, I have read, understand, and by my signature below, agree to abide by the rules and regulations as set forth in the Policy "Research and Archival Retrieval".

1. The Henn-Johnson Foundation requests a complimentary copy of all publications making significant
  - a. use of its collections.
2. The following credit line must be used:
 

**“Courtesy of Henn-Johnson Library and Local History Archives Foundation,  
Lincoln, New Mexico”.**
3. The Henn-Johnson Foundation does not hold copyright for the requested materials.  
Researcher/patron is responsible for securing copyright permissions from the copyright holder.

Signature, page 2 \_\_\_\_\_ Date: \_\_\_\_\_

***A copy of this form, with any available  
copyright information, will be returned to you.***



FOR HENN-JOHNSON COLLECTIONS STAFF ONLY:

- \_\_\_\_\_ Intent to Publish/Exhibit/Broadcast is hereby acknowledged.
- Copyright Permissions  
\_\_\_\_\_ Permission is granted for one-time use, including electronic use, for the express purpose described above.  
\_\_\_\_\_ Further use will require separate written permission from the Foundation.

Additional Staff information:

\_\_\_\_\_

**Request for Copy-Duplication**

H-JLA Form# 3A

*Please note:* In order to make duplications from these Archives for other than personal use, Patron must have signed a Use of Material/Notification of Intent to Publish Form. Contact information for patron will be on that form.

Patron Name: \_\_\_\_\_

One request form per Collection type, please.

\_\_\_\_\_ from Archival Collection: (title) \_\_\_\_\_

Page number(s) \_\_\_\_\_

\_\_\_\_\_ from Book or Periodical: (title) \_\_\_\_\_

Page numbers \_\_\_\_\_

\_\_\_\_\_ Photograph (location): \_\_\_\_\_

\_\_\_\_\_ Front

\_\_\_\_\_ back?

*Archivist will total all duplications and charge according to Fee Schedule posted in Research Room.*

**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.

**AGREEMENT & SIGNATURE:** I certify that the information provided by me herein is correct. Further, I have read, understand, and by my signature below, agree to abide by the rules and regulations as set forth in the Policy" Research and Archival Retrieval".

Signature: \_\_\_\_\_

Approval by Archivist: \_\_\_\_\_ Date: \_\_\_\_\_

*A copy of this form, with any available copyright information, will be returned to patron.*

## Henn-Johnson Library and Local History Archives Foundation

### Fee Schedule for Copy-Duplications

		<b>TOTALS</b>
Manuscript/book pages	# of pages _____ x 15 cents each	\$ _____
Color Copies	# of pages _____ x \$1 each	\$ _____
Photographs (front and back)	# of photos _____ x \$5 each _____	\$ _____

H-JLA Form# 4

Henn-Johnson Library and Local History Archives Research Facility  
Lincoln, New Mexico