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Reference & Research Library  
Oral History Usage Agreement**

I, \_\_\_\_\_, agree to the following terms and conditions regarding the usage of the Oral History Collection and Archival Collection of the Holocaust Documentation & Education Center Reference and Research Library.

- All materials shall be used for research and educational purposes only.
- Patrons misrepresenting their intentions and using materials for commercial purposes shall be prosecuted.
- All quotations and information shall be properly cited.
- **Publication Approval Guidelines:** Patron shall request approval for usage of quotations over twenty-five (25) words in length (either combined in a single passage or scattered in selected quotations) and for any and all photographs and other visual items (ie: newspaper scans and photographs taken on a personal camera). Fees shall follow a fee schedule (to be determined).
  - Staff will require a copy of sections or all of the paper in order to determine approval. Failure to provide the paper shall result in denial of the publication approval request.
  - HDEC maintains exclusive rights to all materials and reserves the right to refuse to grant permission to publish.
  - A complimentary copy of the publication should be provided to the library as soon as the work is published.
  - Any subsequent use (including subsequent editions, paperback editions, foreign language editions, use in a different medium, etc.) constitutes reuse and requires separate written authorization.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Purpose for publication request (additional sheets may be attached as needed):

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Publication approval: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Approved by (HDEC Staff): \_\_\_\_\_

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