



AMERICAN
UNIVERSITY
OF BEIRUT

University
Libraries

ARCHIVES AND SPECIAL COLLECTIONS POLICIES AND PROCEDURES

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SCOPE

This policy governs all activities related to the acquisition, management, preservation, and use of records and materials held by the Archives and Special Collections Department.

It applies to all formats, including textual, graphic, photographic, audiovisual, and cartographic materials, in both physical and digital form. The policy covers institutional materials documenting the University's operations, culture, and history, as well as collections relating to the historical and cultural heritage of Lebanon and the region.

POLICY STATEMENT

A. Collect, preserve, and provide access to archival and special collections of enduring historical, legal, administrative, fiscal, and research value in accordance with professional archival standards.

B. Ensure the authenticity, integrity, reliability, and long-term accessibility of physical and digital archival materials through appropriate preservation, conservation, and digital preservation practices, in collaboration with the responsible libraries /University units.

C. Promote equitable, timely, and responsible access to collections while respecting legal, ethical, privacy, confidentiality, copyright, and donor-imposed restrictions.

D. Acquire archival materials through transfer, donation, purchase, or other approved means in accordance with the University's Collection Development Policy.

E. Maintain accurate intellectual and physical control of collections through arrangement, description, cataloging, and the creation of finding aids based on recognized archival standards.

F. Foster the responsible stewardship of the University's documentary heritage by encouraging departments and administrative units to identify and transfer records of enduring value.

G. Support teaching, learning, scholarship, and community engagement through reference services, exhibitions, publications, instructional activities, and digital initiatives.

H. Protect archival collections from deterioration, loss, theft, disaster, and unauthorized alteration through appropriate security, environmental controls, emergency preparedness, and conservation measures.

I. Promote the responsible management and preservation of born-digital and digitized materials to ensure their long-term accessibility and usability.

J. Encourage collaboration with university departments, faculty, researchers, donors, and external organizations to strengthen the preservation and use of archival resources.

K. Ensure that archival operations comply with applicable University policies, national legislation, international conventions, and recognized professional standards and best practices.

L. Periodically review and update archival policies and procedures to address evolving technologies, legal requirements, and professional practices.

ARCHIVES AND SPECIAL COLLECTIONS PROCEDURES

1. Acquisition and Appraisal

A. Appraise records and special collections to determine their enduring historical, administrative, legal, fiscal, evidential, and research value in accordance with the University's Collection Development Policy and Records Retention Schedule.

B. Acquire archival materials through authorized transfer, donation, purchase, bequest, or other approved means.

C. Obtain and maintain appropriate legal documentation for all acquisitions, including transfer agreements, Deeds of Gift, purchase agreements, and documentation of intellectual property rights where applicable.

D. Accession all newly acquired materials by assigning a unique accession number and recording administrative, provenance, and acquisition information.

E. Conduct an initial assessment of the physical and intellectual condition of all incoming materials to determine processing, preservation, and conservation requirements.

2. Arrangement, Description, and Collection Management

A. Arrange archival collections according to the principles of provenance and original order whenever practicable.

B. Describe collections using recognized archival description standards.

C. Prepare finding aids, inventories, catalog records, and other descriptive tools.

D. Assign permanent identifiers to archival collections and individual items when appropriate.

E. Maintain accurate records of the physical and intellectual location of all collections.

F. Update collection management systems whenever collections are processed, relocated, digitized, or otherwise modified.

G. Conduct periodic inventories and location audits to verify the presence, condition, and location of archival materials.

3. Preservation and Conservation¹

- A. Store archival materials in secure, environmentally controlled storage areas.
- B. House materials in archival-quality enclosures, containers, and storage furniture.
- C. Monitor environmental conditions regularly and consult with Conservation and Preservation Librarian on corrective measures.
- D. Conduct periodic preservation assessments to identify risks and establish treatment priorities in cooperation with Conservation and Preservation Librarian.

4. Digital Preservation²

Promote and accept born-digital records in approved formats, with the Digital Initiative and Scholarship Department responsible for the entire process, including acquisition, transfer, documentation of provenance and technical characteristics, long-term preservation, archiving, and continued access, in accordance with established policies and procedures.

5. Access and Reference Services

- Archival materials are non-circulating and may be consulted only in the Archives Reading Room under staff supervision.
- Researchers are warmly welcome to visit the Archives. To help us better assist you, we kindly encourage you to schedule an appointment or send us your research inquiry in advance at asc@aub.edu.lb.
- Researchers and authors are requested to provide one complimentary copy of any publication using AUB archival materials
- Special loan arrangements for physically stable post-1900 books may be made available for AUB faculty upon request.
- All researchers must comply with the **Handling Guidelines** (*Appendix VIII*) for Archival Materials and complete one of the following forms, depending on their intended use:
 - **Scholarly Reproduction and Publication** for publication and exhibitions. (*Appendix V*)
 - **Scholarly Access and Reproduction** for research with limited reproduction. (*Appendix VI*)
 - **Scholarly Access for consultation** only. (*Appendix VII*)
- Reproduction or publication of archival materials is permitted only after written authorization from the Archives and Special Collections Department, using the appropriate form.
- Users must comply with applicable copyright law, donor agreements, and AUB policies.

¹ Detailed policies and procedures on Conservation and preservation will be supplied by Head of the Conservation and Preservation Unit

² Detailed policies and procedures on Digital preservation will be supplied by the Director of the Digital Initiative and Scholarship Department.

- Proper credit must be given in every reproduction or publication as follows: “**American University of Beirut, Archives and Special Collections, Jafet Library.**”

A. READING ROOM REGULATIONS

For Researchers

A. Register and comply with reading room regulations, including requirements for the proper handling of materials and maintaining a clean and quiet research environment.

For Staff

B. Supervise the use of rare and fragile material and provide surrogate copies whenever appropriate.

C. Provide reproduction services in accordance with copyright law, donor agreements, and University policies.

D. Maintain statistics relating to reference services and collection use.

E. Provide research assistance to AUB faculty, students, staff, researchers, and the public.

F. Provide equitable access to archival collections through reading rooms, digital platforms, and approved access services, while recognizing that access may be subject to restrictions based on record classification, donor or depositor agreements, and applicable privacy or legal requirements.

B. ACCESS PRINCIPLES

Our collections include both unrestricted and restricted records. The vast majority of our holdings are open and available for research, while a small number of records may be subject to access restrictions due to privacy, confidentiality, donor agreements, or other considerations. Researchers are welcome to contact the Archives in advance to inquire about access to specific collections or materials.

• Unrestricted Access

Access to the following records in the University Archives is unrestricted:

- 1- Records originally printed, published, or produced by the University for public distribution and use.
- 2- Certain portions of otherwise restricted records, such as an attachment that is independent from the restricted record to which it is attached.
- 3- An illustrative list of unrestricted records includes, but is not limited to:
 - Annual and interim reports of the president to the Board of Trustees as published by AUB in any format.

- Annual reports of different Faculties.
- Brochures, addresses, programs, catalogs, announcements, calendars, certain memos, fliers and press clippings.
- Minutes of meetings of the senate and its standing committees and boards.
- Minutes of meetings of the University Admissions Committee ³.
- Institutional research reviews and surveys.
- Accreditation self-studies.
- Donated special collections or parts of such collections, depending on donor restrictions.

4- Once processed, unrestricted university records are available for consultation by members of the University community and the general public on the premises. The University strives to make such records available for research and consultation as soon as practicable following their deposit and processing.

- **Restricted Access**

Access to the following records in the University Archives is restricted:

- a. Institutional records from major university administrative offices and officers, such as the Board of Trustees, the President, the vice presidents, the Provost, the Board of Deans, Senate records (other than minutes), and records of some committees.
- b. Restricted records are closed to consultation and research from the date of creation for varying lengths of time in order to protect the rights of privacy of individuals and institutions.
- c. These records may be opened to members of the university community and members of the general public in accordance with the policies of Jafet Library, according to the following

RECORDS RESTRICTION SCHEDULE

Description	Periods of Restriction <i>(Length of time from date of creation of record)</i>
Minutes of the Board of Trustees	25 years
Minutes of the Board of Deans	25 years
Minutes of the president's executive committees including the Cabinet and the Budget Review Committee	20 years

³ The University Admissions Committee's minutes are not restricted since they discuss general policies, and not specific cases.

Minutes of the advisory committee of each faculty	20 years
Minutes of the administrative and academic committee of each faculty	10 years
Minutes of the Campus Master Plan Steering Committee	20 years
Special reports	Periods of restriction are subject to the originating unit's direction
Oral history interviews	Periods of restriction are as agreed between the Archives administration and the interviewers.
Donated special collections	Periods of restriction are as agreed between the archives administration and the donor(s)

N.B. Restricted records are available only to the originating unit during the restriction period. Consideration shall be given to other applicants for use only with pre-approval of the originating unit

6. Records Management and Institutional Stewardship

- A. Encourage University departments to identify records of enduring value for permanent preservation and serve as the steward of the University Archives Program.
- B. Provide guidance on records management and records transfer procedures.
- C. Coordinate the regular transfer of permanent records from university departments.
- D. Document and maintain records of all archival transfers.

7. Outreach, Teaching, and Collaboration

- A. Support teaching, learning, and research through instructional sessions, exhibitions, publications, research guides, and digital initiatives.
- B. Collaborate with University departments, faculty, researchers, donors, alumni, and external organizations to promote the preservation and use of archival collections.
- C. Promote awareness of archival collections through outreach activities and public engagement.

8. Security and Risk Management

- A. Restrict access to collection storage areas to authorized personnel.
- B. Implement appropriate physical and electronic security measures to protect archival materials.

- C. Report and document all incidents involving loss, theft, damage, or unauthorized access.
- D. Maintain and periodically review disaster preparedness, response, and recovery plans with the appropriate team.
- E. Train staff in emergency preparedness and collection salvage procedures.

9. Documentation and Compliance

- A. Maintain documentation of all accessioning, processing, preservation, conservation, digitization, and digital preservation activities.
- B. Conduct archival operations in accordance with university policies, applicable legislation, international conventions, and recognized professional standards.
- C. Ensure staff receive ongoing professional development and training in archival best practices, emerging technologies, legal requirements, and ethical responsibilities.

10. Review and Continuous Improvement

- A. Review these procedures periodically and revise them to reflect changes in legislation, technology, institutional priorities, and professional standards.
- B. Communicate procedural revisions to staff and relevant University departments and provide guidance to ensure consistent implementation.

11. Appendices

The following official forms accompany this policy and are maintained by the Archives and Special Collections Department:

APPENDIX I: Records Transfer Form

APPENDIX II: Deed of Gift Form

APPENDIX III: Deed of Loan Form

APPENDIX IV: Short Loan Form (for Exhibits)

APPENDIX V: Scholarly Reproduction and Publication Form

APPENDIX VI: Scholarly Access and Reproduction Form

APPENDIX VII: Scholarly Access for Consultation Form

APPENDIX I

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

12. RECORDS TRANSFER FORM

Date of Transfer Request: ____ / ____ / ____

C. 1. Transfer Details

- Type of Transfer: ☐ Permanent Records ☐ Inactive Records ☐ Archival Donation
- Reason for Transfer: _____
- Date Range of Records: From _____ To _____
- Format of Records:
☐ Paper files ☐ Photographs ☐ Audio/Visual ☐ Digital files ☐ Maps/Drawings ☐ Other:

D. 2. Originating Office Information

- Department/Unit: _____
- Contact Person: _____
- Title: _____
- Email: _____
- Phone: _____

E. 3. Description of Records

(Provide a brief summary of contents)

- Approximate Volume:
☐ 1–5 boxes ☐ 6–10 boxes ☐ 11–20 boxes ☐ Other: _____

F. 4. Access and Restrictions

- Are there any access restrictions?
☐ No ☐ Yes (please specify): _____
- Embargo period (if applicable): _____

G. 5. Legal and Administrative Status

- Are records subject to legal hold?
☐ No ☐ Yes

- Are records covered by retention schedule?
☐ No ☐ Yes (schedule reference: _____)

H. 6. Transfer Approval

Department Head Name: _____

Signature: _____ **Date:** ____ / ____ / ____

I. 7. Archives Receiving Confirmation

- Received by (Archives Staff): _____
- Date Received: ____ / ____ / ____
- Accession Number: _____
- Storage Location: _____

Archivist Signature: _____

APPENDIX II

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

DEED OF GIFT FORM

By and Between:

- 1- AMERICAN UNIVERSITY OF BEIRUT, whose address is Bliss Street, Beirut Lebanon
represented by its University Librarian, -----

Hereinafter referred to as "AUB" or "First Party"

- 2- -----, whose address is -----

----- Hereinafter referred to as "Donor" or "Second
Party"

PREAMBLE

WHEREAS, the Donor represents and warrants to be the sole owner of private archives, correspondence and photographs, etc. belonging to ----- (hereinafter "Gift") and to have the full right, title, and interest to make the donation, and that no agreement, assignment, sale or encumbrance has been made or entered into, which would conflict with this Deed, and

WHEREAS, the Donor wishes to avail ----- for research and keep it with other similar collections at the Archives & Special Collections Department, Jafet Library, AUB, and

WHEREAS AUB is willing to accept this Gift to become part of its Collections;

Now THEREFORE, this Deed witnesses as follows:

- 1- The above preamble is considered to form an integral part thereof.
- 2- The Donor hereby:
 - Grants, assigns and transfers to AUB all legal title and literary property rights that the Donor has or may be deemed to have in the papers and other materials "the Gift" together with, the title and interest in any copyright that may now exist under the law or which may exist in the future.
 - Donor's conveyance of copyright encompasses the exclusive right of reproduction, distribution, preparation, or derivative works, public performance, public display, as well as renewals and extension thereof.
 - This transfer includes, inter alia, the right of publishing the documents, subject matter of the gift, in electronic form, including placement on the Internet / Web.
 - The Gift may therefore be quoted from, published, duplicated in any medium or form that the Head of the Archives and Special Collections or University Librarian deems appropriate.
 - The Donor gives AUB, inter alia, all rights to make the papers, subject matter of this Gift, available to researchers as soon as they have been processed.
- 3- Title to the Gift shall pass to AUB upon delivery to AUB.

The Donor and their descendants will have a free right of access to the Gift during their lifetime.

4- Having done the above AUB shall, according to its then current practice, protect, organize and store the digital copies of the gift on servers.

5- The Archives and Special Collections Department of AUB will carry on the following:

- AUB shall store, preserve, protect, organize and provide access to the Gift as AUB does for other collections.
- AUB shall provide reasonable security and take precautions as may be necessary to protect the Gift and materials as applied by AUB in respect of other similar collections.
- In case AUB judges some materials are deemed irretrievable, unsuitable to the collections or have no permanent value or historical interest such material shall be returned to the donor. Such returns should be made quarterly.
- AUB will provide access to the Gift in accordance with standard library, archives, or special collections practices as applied by AUB in respect of other similar collections.

6- No change, alteration, modification, addition or deletion to the present deed shall be valid unless made in writing and properly executed and accepted by the Parties.

IN WITNESS WHEREOF, this Deed is signed as of the__day of _Month, year

Donor

Name (s):

Signature(s): -----

AUB

Name:

Position: University Librarian

Signature: -----

APPENDIX III

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

DEED OF LOAN FORM

By and Between:

1- **AMERICAN UNIVERSITY OF BEIRUT**, whose address is Bliss Street, Beirut, Lebanon, represented by its University Librarian,
Hereinafter referred to as “AUB” or “First Party”
and

2- _____ whose address is _____

Hereinafter referred to as “Lender” or “Second Party”

WHEREAS, the Lender represents and warrants to be the sole owner or authorized custodian of private archives, correspondence, photographs, audiovisual materials, manuscripts, and/or other historical materials belonging to _____
(hereinafter referred to as the “Loaned Materials”), and to have the full right, title, and interest to place such materials on loan with AUB; and

WHEREAS, the Lender wishes to deposit the Loaned Materials with the Archives and Special Collections Department, Jafet Library, American University of Beirut, for preservation, safekeeping, organization, digitization, and research use alongside other similar collections; and

WHEREAS, AUB is willing to accept custody of the Loaned Materials under the terms and conditions set forth herein;

NOW, THEREFORE, this Deed witnesses as follows:

1- The above preamble shall form an integral part of this Deed.

2- The Lender hereby deposits the Loaned Materials with AUB on a loan basis and retains ownership of the materials unless otherwise agreed in writing.

3- The Loaned Materials shall remain the property of the Lender. Nothing in this Deed shall be construed as transferring ownership, copyright, or literary property rights to AUB unless expressly stated in a separate written agreement.

4- The Lender grants AUB permission to:

- Preserve, organize, catalog, and house the Loaned Materials according to professional archival standards.
- Digitize the Loaned Materials for preservation, research access, and internal archival purposes.
- Provide access to the Loaned Materials and their digital copies to researchers in accordance with the policies and procedures of the Archives and Special Collections Department.

- Reproduce selected materials for research, educational, exhibition, publication, and promotional purposes, with proper acknowledgment of the collection, unless restrictions are specified in writing by the Lender.

5- AUB shall:

- Store, preserve, protect, organize, and provide access to the Loaned Materials as it does for other archival collections.
- Provide reasonable security and take precautions necessary to protect the Loaned Materials in accordance with professional archival practices.
- Maintain digital copies on secure servers according to its current preservation and storage practices.
- Consult with the Lender regarding any substantial conservation treatment beyond routine preservation measures whenever feasible.

6- The Lender may request the return of the Loaned Materials by providing AUB with reasonable written notice of not less than six months.

7- AUB reserves the right to return the Loaned Materials to the Lender should the materials be deemed unsuitable for the collections, impossible to preserve adequately, or no longer consistent with the collecting scope of the Archives and Special Collections Department.

8- The Lender and their descendants shall have reasonable access to the Loaned Materials during the term of the loan in accordance with the regulations and procedures of the Archives and Special Collections Department.

9- Any restrictions on access, reproduction, publication, or use of the Loaned Materials must be specified in writing and attached to this Deed as an appendix.

10- No change, alteration, modification, addition, or deletion to the present Deed shall be valid unless made in writing and properly executed and accepted by both Parties.

IN WITNESS WHEREOF,

This Deed is signed as of the ____ day of __month____, year.

Lender

AUB

Name(s): _____ **Name:**

Signature(s): _____ **Position:** University Librarian

Signature: _____

APPENDIX IV

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

SHORT LOAN FORM

This Loan Agreement is made between the Lender and the Borrower institution as identified below.

1. PARTIES

Lender	Borrower / Institution
Name: Address: Contact:	Name: Address: Contact:

2. LOANED MATERIALS

Description of Materials	
Number of Items	
Exhibition Title	
Exhibition Dates	From ____ To ____

3. LOAN PERIOD

The loan period shall commence on the date of dispatch and terminate upon safe return of all items to the Lender, unless otherwise agreed in writing.

4. PURPOSE

The loaned materials shall be used exclusively for the exhibition stated above and for no other purpose without prior written consent of the Lender.

5. CONDITION REPORTS

A written and photographic condition report shall accompany all loaned items at the time of outgoing and incoming inspection. Any discrepancies must be reported immediately upon receipt.

6. CARE, HANDLING, AND SECURITY

The Borrower shall ensure the highest professional standards of care, including secure display cases, environmental controls, and restricted access storage when not on display.

7. PACKING AND TRANSPORT

All packing, crating, and transport arrangements must be approved in advance by the Lender. Materials shall be packed using archival-quality materials and handled by experienced fine art/archival handlers. Courier accompaniment may be required at the discretion of the Lender.

8. COURIER AND ESCORT REQUIREMENTS

The Lender reserves the right to require a courier to accompany the shipment. The Borrower shall cover all costs associated with courier travel, accommodation, and subsistence.

9. INSURANCE

The Borrower shall maintain wall-to-wall insurance coverage (from point of departure to return) at the agreed valuation. Insurance certificates must be provided prior to dispatch. The Lender must be named as additional insured and loss payee.

10. LIABILITY

The Borrower assumes full responsibility for the loaned materials while in its custody, including loss, theft, or damage of any kind.

11. REPRODUCTION RIGHTS

No reproduction, publication, or digital dissemination is permitted without prior written approval from the Lender, except for approved exhibition-related use.

12. RESTRICTIONS AND ACCESS

The Borrower shall not alter, clean, repair, or modify any loaned item without written authorization from the Lender.

13. RETURN OF MATERIALS

All items must be returned in the same condition as received by the agreed termination date. Any delays must be communicated immediately.

Lender Signature Name: Date:	Borrower Signature Name: Date:
------------------------------------	--------------------------------------

APPENDIX V

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

SCHOLARLY REPRODUCTION AND PUBLICATION FORM

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions and publication of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other form of reproduction (digital, microfilm, etc.) of a given document, provided that it falls under the clause of "Fair Use", and is not to be used for any other purpose than private study, scholarship or research. Under certain conditions and in case the Institution holds the copyright to the material under consideration, the Institution can grant the requester a one-time right of publication as specified below. In all such cases, the user agrees to assume clearing and securing any copyright permissions, and to abide by the proper copyright rules regulating the use of the items requested, and agrees to indemnify and hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of his/her being granted permission to inspect and/or copy and/or publish the below specified materials. The undersigned shall acknowledge in the publication, the source of the material used. Credit shall be given as follows: "American University of Beirut/Library Archives".

This institution reserves the right to refuse a copying or publishing order, if in its judgment, fulfillment of the order in question, would involve violation of copyright law.

This is a one-time permission granted to the undersigned patron to publish/include a reproduction of the below listed document/photo/map/manuscript, etc. in a _____. Any subsequent permission for reproduction, and/or posting (whether in print or digitally) will need to be secured from the Archives and Special Collections Department/Jafet Memorial Library at the American University of Beirut.

I _____ (name as it appears on the passport) am
affiliated with _____
as _____ Address: _____

Phone: _____ E-mail: _____

Type of Material Requested for Reproduction Archival
Paper Article Book Photo Poster Map Manuscript Thesis/ Project Bibliographic information

Title _____
Author _____ Date: _____
Shelfmark _____ Quantity: _____

Purpose of the Reproduction/Publication

Furthermore, I am aware that there is a reproduction fee of the item in question, paid in advance, and am willing to pay prevailing rates in: Cash Wire transfer

I, the undersigned, have read the copyright warning stated above, and agree to observe it. I assume all copyright responsibility for the proper use of the items requested and indemnify and hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of my being granted permission to inspect and/or copy and/or publish the above materials.

I agree

Signature _____ Date _____

OFFICE USE ONLY

Charges include	
Reproduction fee per item	
Total number of items	
Cost Handling	
VAT 11%	
Rush order 10%	
Total Cost	

Payment Date: _____

Mailing Date: _____

Librarian's Signature _____

Date: _____

APPENDIX VI

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

SCHOLARLY ACCESS AND REPRODUCTION FORM

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other form of reproduction (digital, microfilm, etc.) of a given document, provided that it falls under the clause of "Fair Use", and is not to be used for any other purpose than private study, scholarship or research. In all cases, and under all circumstances, the user agrees to assume clearing and securing any copyright permissions, and to abide by the proper copyright rules regulating the use of the items requested, and agrees to indemnify and hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of his/her being granted permission to inspect and/or copy and/or publish the below specified materials.

This institution reserves the right to refuse a copying order, if in its judgment, fulfillment of the order in question, would involve violation of copyright law.

This is a one-time permission granted to the undersigned patron to access/acquire a reproduction of the below listed manuscript/document/photo/map/ etc., for the purpose of scholarly access and research. Any subsequent permission for reproduction, and/or posting (whether in print or digitally) or sharing of a copy with another institution or a researcher, etc. is not granted and will need to be independently secured from the Archives and Special Collections Unit/Jafet Memorial Library at the American University of Beirut.

I _____ (name as it appears on the passport) am affiliated
with _____
as _____ Address: _____

_____ Phone: _____ E-mail: _____

_____ Type of Material Requested for Reproduction Archival
Paper Article Book Photo Poster Map Manuscript Thesis/ Project Old Newspaper Bibliographic
information _____ Title

Author _____ Date: _____

_____ Shelfmark _____

Quantity: _____ Purpose _____

Furthermore, I am aware that there is a cost, paid in advance, attached to the reproduction fee of the item in question and I am willing to pay prevailing rates in Cash Wire Transfer

I, the undersigned, have read the copyright warning stated above, and agree to observe it. I assume all copyright responsibility for the proper use of the items requested and indemnify and hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of my being granted permission to inspect and/or copy and/or publish the above materials.

I agree _____ Signature _____ Date _____

OFFICE USE ONLY

Charges include	
Reproduction fee per item	
Total number of items	
Cost Handling	
VAT 11%	
Rush order 10%	
Total Cost	

Payment Date: _____ Mailing Date: _____

Librarian's Signature _____ Date: _____

APPENDIX VII

AMERICAN UNIVERSITY OF BEIRUT UNIVERSITY LIBRARIES

SCHOLARLY ACCESS FOR CONSULTATION

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other form of reproduction (digital, microfilm, etc.) of a given document, provided that it falls under the clause of "Fair Use", and is not to be used for any other purpose than private study, scholarship or research. In all cases, and under all circumstances, the user agrees to assume clearing and securing any copyright permissions, and to abide by the proper copyright rules regulating the use of the items requested, and agrees to indemnify and hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of his/her being granted permission to inspect and/or copy and/or publish the below specified materials.

This institution reserves the right to refuse a copying order, if in its judgment, fulfillment of the order in question, would involve violation of copyright law.

**This is a one-time permission granted to
Mr./Ms/ to access the below listed
document/photo/map/ etc., for the purpose of scholarly access and research. Any
subsequent permission for reproduction, and/or posting (whether in print or
digitally) will need to be independently secured from the Archives and Special
Collections Unit/Jafet Memorial Library at the American University of Beirut.**

Dear Sir,

I _____ am affiliated with _____
as _____ Address: _____

_____ Phone: _____ E-mail: _____

Type of Material Requested for Access Archival Paper Article Book Photo Poster Map
Manuscript Thesis/ Project Bibliographic information

Title _____

Author _____ Date: _____

Shelfmark _____ Quantity: _____

Purpose _____

**I have read the copyright warning given above and agree to observe it. I assume all
copyright responsibility for the proper use of the items requested and indemnify and**

hold harmless AUB, its trustees, officers, employees, and agents from any and all liability arising out of my being granted permission to inspect and/or copy and/or publish the above materials.

I agree

Signature _____ Date _____