

*This portion of the application is to be detached and retained by the applicant for future reference.*

## **THE AMERICAN ASSOCIATION OF LAW LIBRARIES ARCHIVES**

### ***Policy and Regulations Governing Use***

For over seventy-five years, the American Association of Law Libraries (AALL) has advanced the understanding of law librarianship and represented the interests of members of the profession. Through its meetings, publications, committees, and professional contacts, AALL has developed and increased the usefulness of law libraries and provided continuing education for librarians. In 1980, the AALL deposited its archival materials at the University of Illinois, so that a core of records having high research value would be preserved according to professional archival standards. Under paragraphs 4, 10, and 15 of the agreement, members of the AALL, scholars, students, and other researchers can use the AALL's archives to expand their knowledge of law librarianship and AALL's role in its development.

The following policies governing the use of the AALL's archives are intended to be as liberal as possible with due consideration given to the needs of scholars, restrictions imposed by authors, donors, or the AALL, laws concerning literary property rights, the nature of the materials, and the physical preservation of the documents.

### ***CONSULTATION***

1. Any person may make written application to the AALL Headquarters or the University of Illinois Archivist for permission to examine, or have examined, the archives. Permission, subject to restrictions on access imposed by the writer, the donor, or the AALL, will be granted at the discretion of the AALL Archives Liaison, normally an AALL member on the staff of the University of Illinois Law Library and so designated by the AALL. In the absence of the Liaison, permission may be granted by the University Archivist. An appeal of denial of access may be made in writing to the Executive Board. The completed User Application forms shall be retained by the University Archives.
2. Staff of the AALL Headquarters office and individual members of the AALL Executive Board during their tenure shall be exempt from the permission requirement for consultation and photocopying of material except that to which specific restrictions have been attached.
3. Permission, as outlined in paragraph 1 above, is not required for examination of publications (any document reproduced in multiple copies for general distribution) in the AALL Archives.
4. Archival materials are to be used only at the Law Library or University Archives. No archival materials may be taken from these two areas without specific written permission of the Archives Liaison or the AALL Secretary. Archives users are required to conform to the regulations governing handling and note-taking which are specified by the Liaison and the University Archivist.

***COPYING***

5. Archives may not be copied by any process unless the applicant gives written assurance, by signature on the User Application, that no document or substantial portion of a document will be published or reproduced without the subsequent express written permission of the writers or their legal representatives and the AALL.

6. Permission to copy will normally be granted upon receipt of such assurance, provided that no restrictions against copying the materials have been imposed by the writer, the donor, or the AALL, and provided that copying complies with the "fair use" provisions of the Copyright Act.

7. For researchers who cannot come to the University Archives or Law Library, photocopies of documents may be secured through the Liaison or the University Archives. Reasonable photocopying and service charges may be assessed the applicant. The Liaison or the University Archivist reserves the right to refuse a request if it is adjudged that photocopying might damaged the material, or if the request is so broad as to require unreasonable amounts of staff time.

***PUBLICATION***

8. Permission to examine or copy archival material does not convey the right to publish, display, perform, or broadcast (hereafter any or all of these activities are referred to as publish) the material except for publication under the "fair use" provisions of the Copyright Act. Permission to publish may be secured by joint authorization of the AALL President and the holder of the literary rights, his/her legal representatives or assigns.

9. Permission to publish will ordinarily be granted provided that: if a research project is contemplated, it meets commonly accepted standards of scholarship, and written permission for the specific use is secured from the copyright holder.

10. Where permission to publish is granted, the applicant agrees a) to indicate in the published work that the original is located in the Archives of the AALL and b) to assume full and complete responsibility for any infringement of copyright or literary rights that may grow out of use or publication of the material.

**American Association of Law Libraries**

**American Association of Law Libraries Archives User Application**

\_\_\_\_\_ name

\_\_\_\_\_ street address

\_\_\_\_\_ institutional or organizational affiliation

\_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip

In accordance with the attached Policies and Regulations Governing Use of American Association of Law Libraries Archives, I make application to consult and or copy from the following record series:

\_\_\_\_\_

The purpose for my use of this material is:

1. A paper, thesis, dissertation (circle one) at \_\_\_\_\_ institution

for \_\_\_\_\_ on \_\_\_\_\_ degree or class subject \_\_\_\_\_

2. A book or article (circle one) on \_\_\_\_\_

\_\_\_\_\_

3. Other (specify) \_\_\_\_\_

\_\_\_\_\_

*I agree not to publish, display, perform or broadcast any portion of this material without the express written permission of the writer or his/her heirs or assigns and the President of the American Association of Law Libraries. Further, I assume sole responsibility for any infringement of the copyright, literary or other rights which pertain to this material.*

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

Approval granted by \_\_\_\_\_ Date \_\_\_\_\_