

Heritage and Research Center at Saint Mary's (HARC)

Publication / Loan Agreement

This agreement governs the loan, reproduction, and one-time use of materials from HARC collections.

Borrower / Requestor Information

Organization:

Contact Name & Title:

Email:

Phone:

Description of Materials (attach list):

Accession/Identifier(s):

Brief Description:

Purpose of Loan / Use:

Term of Loan: From to (or link expiry if digital)

Fee: \$ (specify if waived)

Terms & Conditions

- The Borrower shall use Materials only for the purpose stated in this agreement.
- Duplication beyond processing copies is prohibited without additional permission and fee.

- Borrower warrants they will obtain all necessary copyright permissions and indemnify HARC against claims.
- Materials remain property of HARC unless otherwise specified; copyright may be retained by donor.
- Borrower shall credit HARC and the collection (format: Collection Name, identifier, Heritage and Research Center at Saint Mary's).
- Unauthorized use will result in immediate termination of permission.

Signatures

For Borrower: _____ Date: _____

For HARC (Authorized): _____ Date: _____