

Aurora University Special Collections:  
Doris K. Colby Memorial Archives and  
Jenks Memorial Collection of Adventual Materials  
**ON-SITE RESEARCH APPLICATION**



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Please read the following form in full, respond to the questions *electronically (if at all possible)*, and email the form back to: [spalmer@aurora.edu](mailto:spalmer@aurora.edu) or [jlaw@aurora.edu](mailto:jlaw@aurora.edu). If mailing the form back, send it to: Aurora University, Phillips Library, Curator-Colby Archives or Curator-Jenks Collection, 347 S. Gladstone Avenue, Aurora, IL 60506.

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Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Work Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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Purpose of Research/Statement of Problem to be Investigated:

Probable Sources and/or Specific Materials Requests:

Research and Publication Plans:

Probable Duration of Study:

Probable Dates and Schedule of Hours:

It is expected that persons whose applications are approved will use the Colby Archives or Jenks Collection during the hours agreed upon with the curator. These hours will fall within the regularly established library hours which are posted in the Phillips Library and on the library website.

A fee of **10¢ per photocopy** will be charged. **See below for fees for research done by staff and for digital images:**

**Prepayment is required. Orders must be paid (by check) before copies are sent out.**

|  |   |
|--|---|
| Research Fee   | \$25 per hour   |
| Fees for Electronic Copy of Millerite/<br>Adventist Charts | \$20 for first copy; \$15 for each additional<br>copy in single order |
| Fees for Electronic Copy of Photographs                    | \$15 for first copy; \$10 for each additional<br>copy in single order |

**Images will be sent as an email attachment.**

**If a printed copy is desired, it will be mailed to you at the above address, *for a somewhat higher fee.***

**Reminder:** Use of these materials (whether used in a work that is published or not) requires acknowledgment that they are from an Aurora University special collection. In any writings using the materials from either of these special collections, the source must be acknowledged in the work with the credit line: "Doris K. Colby Memorial Archives, Aurora University, Aurora, Illinois" OR "Jenks Memorial Collection of Adventual Materials, Aurora University, Aurora, Illinois" (depending on which collection was used for the research).

Further, those who utilize an AU special collection are expected to share with the university's library any of their writings/ publications which have drawn upon these resources.

Persons who utilize either of the special collections are expected to **share with the university's library any of their writings/ publications which have drawn upon these resources**, forwarding to the Colby Archives or Jenks Collection a complimentary copy of such a publication.

**In any writings using the materials from either of these special collections, the source must be acknowledged in the work with the credit line:** "Doris K. Colby Memorial Archives, Aurora University, Aurora, Illinois" OR "Jenks Memorial Collection of Adventual Materials, Aurora University, Aurora, Illinois" (depending on which collection was used for the research).

**Checking "Yes" below will signify that you understand and agree to the following:** I realize that I am responsible for conforming to copyright, right-to-privacy, libel, slander, and any other applicable federal and state statutes. I agree to indemnify and hold harmless Aurora University, its officers, employees and agents from any or all claims resulting from the use of these materials. I understand that failure to comply with these rules may result in the denial of access to the collection in the future.

\_\_\_\_\_ Yes \_\_\_\_\_ No                      Date \_\_\_\_\_

Approved \_\_\_\_\_  
Curator/Library Director
Date