

Aurora University Special Collections:
Doris K. Colby Memorial Archives and
Jenks Memorial Collection of Adventual Materials
ELECTRONIC REQUEST FOR INFORMATION APPLICATION



Name: _____ Affiliation: _____

Address: _____

Home/Work Phone Number: _____ Cell Phone Number: _____

Purpose of Research/Statement of Problem to be Investigated:

Please describe exactly what you would like the Jenks Collection staff to do to help you in your research.

Probable Sources and/or Specific Materials Requests:

A fee of **10¢ per photocopy** will be charged (with a *minimum of \$5* when the work is done by a staff member). **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/ Adventist Charts	\$20 for first copy; \$15 for each additional copy in single order
Fees for Electronic Copy of Photographs	\$15 for first copy; \$10 for each additional 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.

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).

Researchers are responsible for conforming to copyright, right-to-privacy, libel, slander, and any other applicable federal and state statutes:

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 Aurora University’s special collections in the future.

_____ Yes _____ No Date _____

Approved _____
Curator/Library Director
Date