

# Archives of the Maryland Province of the Society of Jesus Permission Request Form

The Archives of the Maryland Province of the Society of Jesus are on deposit at Georgetown University and remain the property of the Corporation of the Roman Catholic Clergymen, Maryland. As stewards of the Archives, the Georgetown University Library's Booth Family Center for Special Collections is responsible for managing access to the material based on policies set forth by the Maryland Province and its successors, including The USA East Province of the Society of Jesus (referred to as "Maryland Province" in this form).

If you wish to use materials in the Archives beyond the <u>uses authorized by the Maryland Province</u>, please use this form to request permission. Please fill out all the necessary parts to request the permission(s) for your intended use:

#### **Requestor Section**

Part 1 – Requestor Information

Part 2 – Permission Request for Restricted Materials

Part 3 – Permission Request for Publication of Materials

#### **Province Section**

Part 4 – Permission Grant/Denial for Restricted Materials

Part 5 – Permission Grant/Denial for Publication of Materials

Part 6 - Copyright Information

#### **Requestor & Province**

Part 7 - Signatures

#### **Requestor or Province (optional)**

Part 8 - Additional Information





# PARTS 1-3 TO BE FILLED OUT BY THE REQUESTOR

# Part 1: Requestor Information (required)

Name Phone E-mail Date

# **Part 2: Permission Request for Restricted Materials**

Material requested (include the collection name + box and folder number)

Intended use of the Material

# Part 3: Permission Request for Publication of Materials

Material to be published (include the collection name + box and folder number)

#### Where will the Material will be published?

Type of publication:

book journal article newspaper or magazine article film television program website other

Bibliographic information:

Author

Title

**Publisher** 

Date

This permission request is separate from and in addition to any copyright or other permissions that may be required for publication. If the material is protected by copyright, written permission may be required from the Maryland Province in addition to this Use Permission.

Please sign on page 4 before submitting.





#### PARTS 4-6 TO BE FILLED OUT BY THE MARYLAND PROVINCE

## Part 4 – Permission Grant/Denial for Restricted Materials

Permission to view the restricted materials described in Part 2 is:

granted denied

Permission to view restricted materials is subject to the following restrictions:

### Part 5 – Permission Grant/Denial for Publication of Materials

Permission to publish the materials described in Part 3 is:

granted denied

Permission to publish materials is subject to the following restrictions:

The material may not be reused in any other way without the written permission of the Maryland Province of the Society of Jesus. Further use or reproduction of the material for any other purpose requires a new application for permission, with the following exceptions (check any that apply):

A new edition or format of your book
Reprinting your article in a collected work
Release of the film or television program in a different format (e.g., DVD, streaming)
Rebroadcast of the television program
Other:

# Part 6: Copyright Information for Material to be Published

Copyright Status

To the best of our knowledge:

The material is in the public domain.

The Maryland Province owns rights to the material and can provide you with a license separate from and in addition to this permission.

Copyright is held by

Rights status is unknown; it is your responsibility to determine the copyright status and if necessary, locate the copyright holder and obtain permission prior to publication.





#### Credit

The credit line for the material must read:

Archives of the Maryland Province of the Society of Jesus, Box #/ Folder #, on deposit at the Booth Family Center for Special Collections, Georgetown University Library, Washington, D.C.

**Part 7: Signatures** 

Maryland Province of the Society of Jesus Rev. Thomas M. McCoog, S.J. Date

# Send completed form by email to:

Booth Family Center for Special Collections (speccoll@georgetown.edu).





# **Part 8: Additional Information (optional)**

