

DATE

Request for Reproduction Services

/ /

Name :

Organization : Email :

Address :

City : State :

Zip Code : Phone :

TERMS OF USE

Please check one :

- These reproductions are for **personal use** only. I agree to be legally responsible for any unauthorized copy, publication, or public display of the reproduction. I certify that the information on this form is correct. I have read and comply with the conditions established by the AHC in the Reproduction Policies and Procedures.
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Credit line for publication and display :

[Item #], Austin History Center, Austin Public Library

State how the AHC reproductions will be used (title of publication, publication dates, print run size, etc.) :

Images are not to be altered, published, or publicly displayed without permission of the AHC Photo Curator or the AHC Manager. I have read and agree to comply with the Reproduction Policies and Procedures.

Signature Date

FOR STAFF USE ONLY

Received by : Prepay : Order No : Notified :

Permission to use the indicated images in the above-stated publication :

- is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures.
- is denied. Reason :

Date completed : / /

Staff signature

Date

Request for Reproduction Services | AV Material

Due to a high volume of requests, turnaround time for orders is two weeks (large or complex orders may take longer).

Total number of items for reproductions :

Delivery :

- Email | FTP
- Pick up at AHC
- CD | DVD (+\$3)
- Flash drive 16GB (+\$6)
- Flash drive 64GB (+\$14)

Payment method :

- Credit Card
 - Cash
 - Invoice : # _____
 - Check : # _____
- Make checks payable to Austin Public Library

Total fees (from below) :

Sales tax (TX residents 8.25%) :

Microfilm | copy fees:

Mail | media fees:

TOTAL :

Note: Upon review of order submission, digitization estimate will be provided for customer approval. Final digitization fees may differ from estimate.

EXAMPLES	Item # / Title	Collection : As it appears on the label.	Timecode : For ordering clips.	TRT : Total running time.	Type of file : Screener (watermarked) or Access	Reproduction Fee : Consult reproduction price list .	Licensing Fee : Consult licensing fee sheet .	Permissions Only
	#r006. "Ask Livia Live!"	AR-2012-014	0:00:32 - 0:00:42	0:01:12	Access	\$50	\$300	<input type="checkbox"/>
	#r008	AR-2007-027		0:42:38	Screener	\$75	N/A	<input type="checkbox"/>
	Teleclip: KXAN, 5 pm, Oct. 21, 2000	AR-2015-036		0:33:16	Screener	\$50	N/A	<input type="checkbox"/>
	Austin City Council Meeting, 4/25/02	AR-2012-002		3:30:20	Access	\$5	N/A	<input type="checkbox"/>

	Item # / Title	Collection	Timecode	TRT	Type of File	Reproduction Fee	Licensing Fee	Permissions Only
1								<input type="checkbox"/>
2								<input type="checkbox"/>
3								<input type="checkbox"/>
4								<input type="checkbox"/>
5								<input type="checkbox"/>
6								<input type="checkbox"/>
7								<input type="checkbox"/>
8								<input type="checkbox"/>
9								<input type="checkbox"/>
10								<input type="checkbox"/>
11								<input type="checkbox"/>
12								<input type="checkbox"/>

Please number additional sheets.

Reproduction total : \$	Licensing total : \$
<input type="text"/>	

TOTAL FEES :

