

DATE

Request for Reproduction Services

 / /

Name :

Organization : Email :

Address :

City : State :

Zip Code : Phone :

TERMS OF USE

Please check one :

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Credit line for
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[Item #], Austin History Center, Austin Public Library

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Signature Date

FOR STAFF USE ONLY

Received by : Prepay : Y N Order No : Notified : @

Date completed : / /

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

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is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures.

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is denied. Reason :

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).

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 number of items for reproductions :

Total fees (from below) :

Sales tax (TX residents 8.25%) :

Mail | media fees (\$3.00):

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 .	Use Fee : Consult use fee sheet .	Permissions Only
	#r006. "Ask Livia Live!"	AR-2012-014	0:00:32 - 0:00:42	0:01:12	Access	\$204	\$300	☐
	#r008	AR-2007-027		0:42:38	Screener	\$247	N/A	☐
	Austin City Council Meeting, 4/25/02	AR-2012-002		3:30:20	Access	\$38	N/A	☐

	Item # / Title	Collection	Timecode	TRT	Type of File	Reproduction Fee	Use Fee	Permissions Only
1								☐
2								☐
3								☐
4								☐
5								☐
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9								☐
10								☐
11								☐
12								☐

Please number additional sheets.

Reproduction total : \$	Use total : \$
TOTAL FEES :	

Request for Reproduction Services | AV Material