

Request for Image Reproduction Services

Name: _____

Organization: _____

Email: _____ Phone: _____

State: _____ Zip Code: _____

Terms of Use (please check one):

Personal use: 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.

Publication/display: These reproductions are for publication and/or display. 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.

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 Collections Manager. I have read and agree to comply with the Reproduction Policies and Procedures.

Signature: _____ Date: _____

<p>For Staff Use Only</p> <p>Received by _____ Order # _____ Date order completed _____</p> <p>Permission to use the indicated images in the above-stated publication:</p> <p><input type="checkbox"/> is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures</p> <p><input type="checkbox"/> is denied. Reason: _____</p> <p>Staff signature _____ Date _____</p>
--

Note: Turnaround time is up to **15 business days**. Large or complex orders may take longer. Images will not be delivered until payment is received (if fees apply to the order).

Payment Method:

Make checks payable to Austin Public Library

Credit Card Cash Invoice: # _____ Check: # _____

Total number of items: _____

Reproduction total: _____

Use total: _____

Tax: _____

Total: _____

Request Examples

- Example 1: Requesting reproduction (image file) **only** / No use fee (exempt or personal use)
- Example 2: Permission request and use fee applies. No reproduction (image file) request.
- Example 3: Requesting reproduction (image file) / Permission request and use fee applies.
- Example 4: Not requesting a reproduction (no image file) / No use fee (exempt or personal use) / Permission request.

#	Item #	Collection	Resolution	Reproduction Fee	Use Fee	Permission Only
1	#024. Box 4, Folder 2.	AR-2005-001	300ppi	\$47	N/A	<input type="checkbox"/>
2	PICH-07882	HB: 1 st St. E. 2301			\$25	<input type="checkbox"/>
3	1929 Letter. Box 1, Folder 1	AR-2019-010	600ppi	\$52	\$150	<input type="checkbox"/>
4	PICA-01023	AF – Treaty Oak				<input checked="" type="checkbox"/>

#	Item # The item number as it appears on the label. For archival collections, include box and folder; if unknown, provide a brief description	Collection Appears on the box or folder label.	Resolution Indicate resolution (e.g. 300ppi)	Reproduction Fee Consult price list.	Use Fee Consult price list.	Permissions Only Check only if you are only requesting permission
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Totals:						

#	Item #	Collection	Resolution	Reproduction Fee	Use Fee	Permissions Only
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
Totals:						