Image Reproduction Order Form

Name (please print) _________________________________________________________________ Phone __________________________

E-mail ________________________________________________________________________________

Mailing Address _________________________________________________________________________

City, State and Zip Code ___________________________________________________________________

Affiliation:  ☐ UM student  ☐ UM faculty/staff  ☐ student other  ☐ faculty/staff other  ☐ public  ☐ business

Check one:
☐ This image(s) is for personal use, study, or classroom use only. I understand that images are not to be reproduced and are not for distribution or publication.
☐ This image(s) is for publication, commercial display, or other non-personal use. **I understand I must submit a Request for Permission to Use / Publish Form.**

In submitting this request I signify my understanding that:

- Copyright of the United States (Title 17, U. S. Code) governs the making of photocopies, photographs, or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. **If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement.**

- Copies are provided for the researcher's personal use only and are not to be transferred to another individual or institution without the permission of Archives & Special Collections. Provision of the copies does not constitute permission to publish.

- I may use a digital camera to reproduce a limited amount of materials, including images. I agree to not remove or release material from an item's fastening system, force open volumes or files, or do anything else that may damage the materials.

- All images MUST be credited to Archives & Special Collections, as follows: [number of photo (if known)], [name of collection or photographer (if known)], Archives & Special Collections, Mansfield Library, The University of Montana-Missoula.

- The use and reproduction of material from our collections is dependent upon its physical condition.

- All photo sales are final.

**I have read and will abide by the terms outlined above.**

Signature of Requestor: ___________________________________________________________ Date: ____________________
## Customer Order

<table>
<thead>
<tr>
<th>Photo / Image number</th>
<th>Scan Resolution or Size of Print (Scans will be placed on CD unless otherwise requested)</th>
<th>Item Cost</th>
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*Note: Please use the Additional Photo Page for orders of more than four images*

**Deadline Date:** ________________ (Orders are generally ready in 10-15 working days.) **Rush fees apply for orders needed in five working days or less.**

### Prices for services

- Scan ........$6
- Scan –UM student for class work...... $3 *
- Large Format Scan (larger than 11x17) ......$12
- VHS to DVD............................$30
- DVD to DVD..............................$15
- *UM Students may receive up to 20 scans per academic year at this reduced rate. Use for class work must be documented and attached to this form*

### Digital Prints

- 4 x 5........................................$10
- 5 x 7........................................$10
- 8 x 10.....................................$15
- 11 x 14....................................$25
- 16 x 20...................................$35
- Oversized prints available........$3 per square foot + $35
- Sepia tone (per print) .............$6

Rush fee (needed in less than 5 working days) .......................................... 50% of order total
Super rush (needed in less than 48 hours) ................................................. 100% of order total

### Total Due

**Duplication Costs:**

**Use fees (See Permission to Use Form):**

**Rush or super rush fee:**

(If deadline is less than 5 working days)

**Shipping. CD = $4. Prints under 11x14 = $7 / 11x14 and larger = $10**

International shipping – add $20 (Shipping fee is per order not per item)

**Total Cost:**

**Paid on (date): _______________ Method ____________**

### Delivery Instructions

- [ ] Mail to mailing address on reverse side of this form (Shipping charge will be applied.)
- [ ] E-mail to address on reverse side of this form (Note: this option may not be available for large orders)
- [ ] I will pick up at Archives & Special Collections

**Billing Instructions** - Any total under $5.00 requires payment by cash or check.

- [ ] Bill to mailing address on reverse side of this form
- [ ] Bill to UM campus office - Index code __________
- [ ] Charge to credit card - Visa/MasterCard #__________________________ exp. _____

[last updated 2013]