

# REQUEST FOR PHOTOGRAPH DUPLICATION

This form must be completed and signed before the reproduction order can be processed.

CHECK ONE FOR EACH PHOTO	PHOTO ID NUMBER for Sand and Polster collections	FORMAT
		<b>Digital File:</b> \$5.00 per image. Sent via email. Allow up to 7 days.
		<b>Print:</b> \$10.00 each. Allow 2-4 weeks.
<input type="checkbox"/> Sand <input type="checkbox"/> Polster <input type="checkbox"/> Other	#	<input type="checkbox"/> <b>Digital File \$5.00</b> ( <input type="checkbox"/> JPEG / <input type="checkbox"/> TIFF) <input type="checkbox"/> <b>Print \$10.00</b>
<input type="checkbox"/> Sand <input type="checkbox"/> Polster <input type="checkbox"/> Other	#	<input type="checkbox"/> <b>Digital File \$5.00</b> ( <input type="checkbox"/> JPEG / <input type="checkbox"/> TIFF) <input type="checkbox"/> <b>Print \$10.00</b>
<input type="checkbox"/> Sand <input type="checkbox"/> Polster <input type="checkbox"/> Other	#	<input type="checkbox"/> <b>Digital File \$5.00</b> ( <input type="checkbox"/> JPEG / <input type="checkbox"/> TIFF) <input type="checkbox"/> <b>Print \$10.00</b>
<input type="checkbox"/> Sand <input type="checkbox"/> Polster <input type="checkbox"/> Other	#	<input type="checkbox"/> <b>Digital File \$5.00</b> ( <input type="checkbox"/> JPEG / <input type="checkbox"/> TIFF) <input type="checkbox"/> <b>Print \$10.00</b>
<b>GRAND TOTAL:</b>		\$

**Payment must be made at time of request.**  
All sales are final. Orders are held for pickup for 1 month.

**LIBRARY STAFF:**  
Please attach a photocopy of  
each photo to be duplicated.

Payment method:

**Cash**

**Check:** Payable to Lockport Public Library

**Credit/Debit Card:** Make payment at 2<sup>nd</sup> floor  
Circulation Desk; clerk will call Reference Desk to  
confirm payment.

By signing this form I understand and agree that:

- I agree to pay all charges that may be incurred with this request (including rush fees, extraordinary shipping, and the production of copy negatives that remain the property of the Library).
- The reproductions are provided for personal use only and shall not be used for profit or publication purposes.
- I will not publish, display, reproduce, or broadcast this material in any format without first obtaining written permission from Library. *A Request for Permission to Publish Photographs Owned by the Lockport Public Library* form must be completed before any of these images can be published or broadcast in any medium.
- In providing photograph reproductions, the Library does not surrender its right to publish these items or to grant others permission to do so.
- The Library reserves the right to limit the number of photographic or digital copies or to impose such conditions as it may deem advisable in the best interests of the collection.

*I have read and agree to the above conditions. I understand that failure to comply with these rules may result in the denial of future requests for reproductions. If I am representing an organization, I am authorized to enter into this agreement on behalf of the organization named below and enter into this agreement on behalf of that organization and personally.*

\_\_\_\_\_  
Signature of responsible party \_\_\_\_\_ Date

Name [please print] \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone\_(\_\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_

**Library Staff Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_