

request for photographic duplication <<

SPECIAL COLLECTIONS & UNIVERSITY ARCHIVES

④ >Call/Collection Number >Author/Title; Collection Title >Page/Box >Folder >Photograph #/Description √ total cost
 >print options >quantity: _____ >size: _____ >toner: (none/selenium/sepia/berg blue) \$ _____

⑤ >Call/Collection Number >Author/Title; Collection Title >Page/Box >Folder >Photograph #/Description √ total cost
 >print options >quantity: _____ >size: _____ >toner: (none/selenium/sepia/berg blue) \$ _____

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 >print options >quantity: _____ >size: _____ >toner: (none/selenium/sepia/berg blue) \$ _____

>For requests of greater than six prints, use additional sheets

>>POLICY STATEMENTS:

1. Reproduction Availability. Photographic reproductions can be made for *some* photographic, archival, manuscript, and book materials with curator's approval. The University of Oregon Library System reserves the right to withhold permission for photoreproduction for the protection of fragile, damaged, or restricted items.

2. Total Fees. Total fees consist of (a.) laboratory charges for producing new prints; (b.) research fees for staff-conducted searches; (c.) commercial use fees as applicable; (d.) packing and shipping charges as required; (e.) rush fees for delivery in less than the normal processing times. The fee schedule for Photographic Laboratory work is listed on the reverse. Total fees can be estimated in advance.

3. Turnaround Time. Photographic orders may be made in person, by phone, or by letter. Orders are processed on the first and third Monday monthly and will be completed by the second and fourth Monday respectively. There may be an additional 50% charge for rush service if the order is needed within 7 working days and does not correspond to monthly processing dates. The availability of rush services must be confirmed prior to the placement of a rush order.

4. Description of Printing Procedures. Prints from original or copy negatives will not necessarily be identical in format or tonal values to a print on file in the Library or seen in a publication or on the web. No evidence of the photographer's printing style may be available. We compensate for visual defects through dodging, burning and filtration techniques. No additional retouching is done to eliminate imperfections existing in the negative or the original material. Sizes referred to in the pricing schedule reflect the size of the enlarging paper and not the dimensions of the reproduced image. The complete image will be printed unless cropping is requested.

5. Copy Negative Ownership. Copy negatives will be made if none yet exists for the requested image. Copy negatives are retained by Special Collections and University Archives.

6. Publication. Photographic reproductions are made solely for private study, scholarship, or research use of the applicant. *In making research prints available, the University of Oregon does not thereby grant permission to reproduce for publication.* The applicant is responsible for communicating with the owner(s) of the copyright; requests to publish or exhibit photographs require written permission from the owner(s) of the copyright and from the Division of Special Collections. Reproduction, publication, or exhibit of the reproduced materials requires the following credit line: Division of Special Collections, University of Oregon Libraries, Collection Name, Image #.

7. Commercial use. Commercial publications or productions are charged a publication fee per image as determined on a case by case basis. In addition, a tear sheet or copy of the publication should be sent within a reasonable amount of time to Special Collections and University Archives.

8. Copyright. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain restrictions 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. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

>>for staff use only
 >order taken by: _____ date: _____ TOTAL FEE: _____
 >material pulled: _____ date: _____ INVOICE#: _____
 >ISC received: _____ date: _____ CASH/CHECK: _____
 >ISC complete: _____ date: _____ FIS INDEX: _____
 >Pickup/ship: _____ date: _____

In accordance with the regulations of the University of Oregon Libraries, I request photoreproduction of the materials listed on the reverse of this order form. I have read and understand the above regulations.

Signature of Applicant: _____ Date: _____