

Digital Reproduction Request Form

Name:		Organization:	
Address:		City:	Province:
Postal Code:	Phone:	Email:	

Requested Items:

Record Number* ex. 32022012345678	Description Title, Date, Copyright	Available on website? ** Yes/No

Should the request exceed 4 items, please send a complete list on a separate document.

*If viewing material in-person and no record number exists, please give material to staff with this form

**Images not currently digitized may be subject to longer processing times based on staff capacity

Intended Use:

Describe what you will use the image for*:
FOR STAFF USE ONLY: Commercial Use <input type="checkbox"/> Non-Commercial Use <input type="checkbox"/>

*Definitions for commercial use can be found on page 2 of this document

Pricing:

FOR STAFF USE ONLY					
Type	# of Items		Unit Cost		Total Cost
Non-commercial 300 dpi JPG		x	\$ 20 per image	=	\$
Non-commercial 600 dpi TIFF		x	\$ 30 per image	=	\$
Commercial 300 dpi JPG		x	\$ 40 per image	=	\$
Commercial 600 dpi TIFF		x	\$ 50 per image	=	\$
Scanning Fee		x	\$ 20 per image	=	\$

Delivery Method (check one):

All orders will be provided as digital JPEG file, with an up to 600 dpi resolution. 1200 dpi TIFF files may be available upon request. **Print reproductions are not available.**

Orders take approximately 7-14 days to complete and large orders may take longer. Any requests for service other than that described on this form are at the discretion of staff and subject to capacity. Digital files will be held for 3 months after which a new order will have to be submit.

- Email USB - we will notify you once it's ready for pickup at Central Library

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Conditions of Use:

Commercial Use:

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Uploading to Web:

Digital reproductions published online must be uploaded at 96 DPI or lower.

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Payment:

All image orders must be paid in full before digital image files can be released.
Payments can be made by Visa / Mastercard / debit at Central Library or over the phone once an invoice has been issued.

I have read and agree to the conditions above.

X

Customer Signature

Please complete all sections of this form otherwise we will be unable to process your order.

If you have any questions or need assistance filling out this form, please contact us.

FOR STAFF USE ONLY:			
Date Received	Staff Member	Collection	Invoice #