

Digital Reproduction Order

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		x	\$ 25 per image, <i>plus HST</i>	=	\$
Commercial		x	\$ 45 per image, <i>plus HST</i>	=	\$

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 its ready for pickup at Central Library

Continued on Next Page

Conditions of Use:

Commercial Use:

Applies to images that are intended for resale or reproduction in advertising, items for resale or other revenue generating enterprises. Examples include, but are not limited to: merchandise, books for sale (including textbooks and academic publications), periodicals and journals with paid subscriptions, commercial websites, etc. Purchase of images for commercial use provides non-exclusive, one-time use for 1 year. Hamilton Public Library and its designates retain the right to solely determine if the intended use is non-commercial or commercial.

Non-Commercial Use:

Use applies to images intended for artistic, educational, and/or personal projects that will not be marketed, promoted, or sold for monetary compensation. Examples include, but are not limited to: presentations, personal research, websites/blogs (personal, civic and/or non-profit), remix projects, academic research papers (theses/dissertations), newscasts, newsletters, brochures, etc. Hamilton Public Library and its designates retain the right to solely determine if the intended use is non-commercial or commercial.

Uploading to Web:

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

Copyright:

It is the recipient’s obligation to determine and satisfy copyright or other use restrictions (such as donor restrictions, privacy rights, publicity rights, licensing and trademarks) when using, publishing or otherwise distributing materials received from Hamilton Public Library. In PreView, copyright is listed as ‘Creator’ or ‘Source’, *not* ‘Digital Copyright’.

Credit:

A credit line, “Courtesy of Hamilton Public Library, Local History and Archives” must be provided if material reproduced from the Library’s collections is published for commercial or non-commercial purposes in print, online, or in other media.

Hamilton Spectator Collection:

In order to purchase copyrighted images from this collection, permission must first be obtained from the Hamilton Spectator by contacting Torstar Syndication Services at syndicate@torstar.com. Proof of permission must be provided before an order can be processed. A credit line, “Courtesy of Hamilton Public Library, Hamilton Spectator Collection” must be provided on all publications of the material.

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 #