

Digital Images Order Form

Name _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

Order Type:

- Low-Resolution Digital File (personal, non-profit or commercial use): **Free** download from website
- High-Resolution Digital File (personal, non-profit, scholarly use): **\$10** per file
- High-Resolution Digital File (commercial, for-profit use): **\$25** per file

Intended Use

- | | |
|--|--|
| <input type="checkbox"/> Personal Use/Research | <input type="checkbox"/> Publication (print) |
| <input type="checkbox"/> Educational Use | <input type="checkbox"/> Publication (Web/digital) |
| <input type="checkbox"/> Exhibit/Display | <input type="checkbox"/> Presentation/Lecture |
| <input type="checkbox"/> Television/Video | <input type="checkbox"/> Other |

Description of Proposed Use: Please include title and type of publication, presentation, exhibit, etc.

Note: The Missouri Valley Special Collections department requests a complimentary copy of all publications in which our images appear.

Order Sheet

Image Title or Description	8-Digit Barcode Number	Resolution	
		Low	High
1.		<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>

For additional images, please print this page and attach to order

Total number of low-resolution images: _____
(No fee for using low-resolution files)

Total number of high-resolution images: _____

Personal/Non-Profit Use: **\$10**/image: \$ _____

Commercial Use: **\$25**/image: \$ _____

Delivery Method

- Email or FTP (no charge)
- CD - Pickup (add \$2.00)
- CD – USPS media mail (add \$4.00)
- Other* _____

Subtotal \$ _____

Delivery \$ _____

Total \$ _____

**Please contact the Department in advance to request other delivery arrangements. Sorry, no rush orders.*

Payment

- Check (payable to *Kansas City Public Library*) Money Order Cash (pickup orders only)
 Credit Card ePay service: www.kclibrary.org/epay/special-collections

Visa MasterCard American Express Discover

Name on Card _____

Number _____

Expiration Date _____ Security Code (3 or 4-digit) _____

Permission and Use

This authorizes the publication and use of the requested digital images for the purpose specified. Permission is granted in accordance with the following conditions. The applicant understands and agrees:

1. To use images once for publication and only for the purpose listed in the "Intended Use" portion of this form. Any subsequent or different use requires a separate order or permission.
2. Not to reproduce, resell or permit others to reproduce the image or any facsimile of it.
3. Not to give the image to another library, archives, historical society or other such agency.
4. To credit each reproduction using the following citation: ***Missouri Valley Special Collections, Kansas City Public Library, Kansas City, Missouri.***
5. To accept responsibility regarding questions of copyright or invasion of privacy that may arise in use of the material.

Notice Concerning Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. 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 other 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 other 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 reproduction order if, in its judgment, fulfillment of that order would involve violation of copyright law.

I, the applicant, have read and agree to the conditions and information on this form.

Signature _____ Date _____

Staff Use Only

Date received _____ Staff member _____ Date completed _____

Note: