

REQUEST FOR PHOTOGRAPHIC SERVICES

Proposed Use: _____ Publication (Please complete Request to Reproduce Material form. No photograph supplied without properly completed form.)
_____ Personal research with no plans to use in publications or commercial displays

It is understood that The Johns Hopkins University does not claim reproduction rights to the material in its collections. I agree to assume all responsibility for such use and hereby agree to indemnify, defend, and hold harmless The Johns Hopkins University against any and all liability, loss, damage, cost or expense as the result of my use of the requested materials.

Signature _____ Date _____

(Please print or type)

Name _____ Telephone _____

Organization _____

Mailing Address _____

TYPE AND QUANTITY OF REPRODUCTION (Prices listed on reverse)

Digital Photography

Image saved to cd (Tiff format, unless otherwise requested)*

*Photograph-quality prints created from digital images are also available at an additional charge. If interested, please ask Staff for details.

Traditional Silver-Based Photography Services (all prints will be b&w glossy)

5 x 7 8 x 10 Color Slide

Description and/or Citation of Material to be Reproduced (Include call number or catalog number):

Date Requested _____ Date needed _____ To Be Mailed _____ Patron Pick Up _____

Cost of photographs: \$ _____ + \$10 service charge = Total Amount Due: \$ _____

Date Paid: _____ Date Material Mailed or Picked Up _____

JOHNS HOPKINS

U N I V E R S I T Y

THE SHERIDAN LIBRARIES

Special Collections and Archives
The Milton S. Eisenhower Library
3400 North Charles Street
Baltimore, Maryland 21218-2683

SCHEDULE OF CHARGES

Digital Images Saved to CD	\$20.00 per image
Color Slides	\$10.00 per slide
5 x 7 b&w print (from negative)	\$35.00 per print
8 x 10 b&w print (from negative)	\$40.00 per print

Please Note: A **\$10.00 Service Charge** will be added to each order. The above charges include First Class domestic postage. Express delivery service, if requested, will be charged to the researcher at current rates. On international orders, postage and customs charges will be billed to the recipient. For prints made from oversized material, there is an additional photographer's charge of **\$100.00/hour**.

»»» **MAKE CHECKS PAYABLE TO THE MILTON S. EISENHOWER LIBRARY** <<<

REGULATIONS

1. Special Collections reserves the right to decline to reproduce any materials under its jurisdiction whenever such action is deemed necessary to protect materials. We will not, under any circumstances, lend original photographic materials. Copy negatives produced during photographic reproduction shall remain the property of Special Collections.
2. Orders will be filled as quickly as possible. We have no control over the turnaround schedule at our photography lab. There is no provision for "rush" service.
3. The researcher will pay the full cost of making reproductions. Special Collections does not sell photographic reproductions but charges a fee to cover the cost of labor, materials, postage and other expenses involved in the reproduction procedure. Any member of the staff will be glad to explain the charges.
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5. Permission to re-use reproductions of materials owned by Special Collections for publications or commercial displays must be requested in writing. Please ask for a Request to Reproduce Materials form.
6. A fee may be assessed for the right to re-use materials for publications or commercial displays.
7. A credit line is required for all publications or commercial displays and will be supplied by staff.

6/2006