

DATE

## Request for Reproduction Services

 /  / 

Name :

Organization :

Email :

Address :

City :

State :

Zip Code :

Phone :

## TERMS OF USE

Please check one :

☐

These reproductions are for **personal use** only. I agree to be legally responsible for any unauthorized copy, publication, or public display of the reproduction. I certify that the information on this form is correct. I have read and comply with the conditions established by the AHC in the Reproduction Policies and Procedures.

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Credit line for  
publication and display :

[Item #], Austin History Center, Austin Public Library

State how the AHC reproductions will be used (title of publication, publication dates, print run size, etc.):

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Signature

Date

## FOR STAFF USE ONLY

Received by : Order No :

Notified by :

Permission to use the indicated images in the above-stated publication :

☐

is granted, subject to photographic restrictions and the AHC Reproduction Policies and Procedures.

☐

is denied. Reason :

Date  
completed :

Staff signature

Date

# Request for Reproduction Services

Turnaround time for orders is two weeks  
(large or complex orders may take longer).

Expected completion date :  /  ,  /

- Delivery : ☐ Email | FTP  
☐ Pick up at AHC  
☐ CD | DVD (+\$3)  
☐ Flash drive 16GB (+\$6)  
☐ Flash drive 64GB (+\$14)

Total number of items for reproductions :

Total fees (from below) :

Sales tax (TX residents 8.25%) :

Microfilm | copy fees :

Mail | media fees :

TOTAL :

EXAMPLES	ITEM #	Folder Name : As it appears on the label. For archival collections, include box/folder number.	Print : Photo only. Indicate size and paper finish.	Digitized File : New scan or previously digitized. Indicate standard or other resolution.	Reproduction Fee : Fee for photo print or digitized file.	Licensing Fee : Consult licensing fee sheet.	Permissions Only
	PICA-01023	AF – Treaty Oak T9100		standard (300dpi, 8x10)– previously digitized	\$5	\$25	<input type="checkbox"/>
	PICH-07882	HB – 1 st St. E. 2301	16x20 premium semi-matte		\$40	N/A	<input type="checkbox"/>
	AR-2018-001-043	Photographs, Box 2/Folder 3		600dpi – new scan	\$30	\$150	<input type="checkbox"/>

	ITEM #	Folder Name	Print	Digitized File	Reproduction Fee	Licensing Fee	Permissions Only
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>
5							<input type="checkbox"/>
6							<input type="checkbox"/>
7							<input type="checkbox"/>
8							<input type="checkbox"/>
9							<input type="checkbox"/>
10							<input type="checkbox"/>
11							<input type="checkbox"/>
12							<input type="checkbox"/>
13							<input type="checkbox"/>
14							<input type="checkbox"/>

Please use additional sheets.

Reproduction total : \$	Licensing total : \$
TOTAL FEES : <input type="text"/>	