

**Special Collections  
Magill Library  
Haverford College  
370 Lancaster Avenue  
Haverford, PA 19041-1392**

Name\_\_\_\_\_ Date\_\_\_\_\_

Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_

Telephone\_\_\_\_\_ Email\_\_\_\_\_

**Image duplication request**

**Cost:** \$10.00 per image (subject to change)

**Purpose of use:**      \_\_\_\_Personal      \_\_\_\_Research      \_\_\_\_Publication

Please list each image separately. Standard resolution for files will be 400 dpi unless otherwise requested. Some materials may be available only in lower resolutions. Materials requested for research and personal study will be in JPG format unless otherwise requested. Those requested for publication will be in TIF format unless otherwise requested. Files will be supplied in color unless otherwise requested.

Call number or identifier	Title or description	Notes/Specifications

Total charge\_\_\_\_\_

Payment must accompany each order. Please make checks payable to **Haverford College Library** and send with this form to the address listed above. Images will be sent via e-mail unless requested otherwise or unless file size does not allow this. Requests will be filled in the order received and as staff time permits.

*(continue on back for permission to use in publication)*

## NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

*The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or 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 reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. We reserve the right to refuse a copying order if, in our judgment, fulfillment of the order would involve violation of copyright law.*

### **Permission to use in publication**

Users of the collections are expected to abide by all copyright laws. Materials from the collections covered under copyright cannot be published or exhibited without obtaining the legally required permission. In some cases, Haverford Special Collections is owner of the physical object only. It is the obligation of the researcher to fulfill the requirements of all applicable copyright laws. Materials out of copyright are considered to be in the public domain.

### **Publication details:**

Title of publication\_\_\_\_\_

Publisher\_\_\_\_\_

Expected date of publication\_\_\_\_\_

Expected print run or distribution\_\_\_\_\_

### **Terms:**

There is no charge for permission to use in publication. However, we ask that you abide by the following terms:

- Credit should be given to Haverford College Quaker & Special Collections (Haverford, PA).
- Credit should include, when known, the author, title, collection name and collection number of the image. We will provide you with complete citations for each image.
- Credit lines should appear with the image or on a credit page indicating the page number and location on the page of each image. Films, videotapes and slide shows may use a credit section at the beginning or end. For publication on the web credit should appear either next to or directly below the image.
- Permission is given for one-time use only. For additional uses, please request permission in writing from the Head of Special Collections.
- For print publications, a copy should be given to Special Collections once it is published.

I have read and agree to the preceding terms.

Print name\_\_\_\_\_

Signed\_\_\_\_\_ Date\_\_\_\_\_