Research Library Image Order Form

Name: ___________________________ Date: ________________
Address: ___________________________
Email: ___________________________
Phone number: ___________________________
Statement of Intended Use: ____________________________________________

Description of materials
(Print or Digital File)
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Payment
Check #: ______  Cash ________  Credit Card ________
Name_________________________________________ (please print clearly)
VISA or Mastercard (please circle one)
Number _____________________________ Expiration date ________

Completed copies are to be ______ mailed _______ picked up. Advance payment is required on all image orders. Please allow approximately 2 weeks for processing. All prices are subject to change without notice. Larger orders may require additional processing time. The reproduction of oversize or fragile material is subject to additional fees. Photographs may not be reproduced in any form without prior written permission of the Delaware Historical Society. We request a credit line reading “ Courtesy of the Delaware Historical Society.”
Image Reproduction Fees

Scanning

1-5 images $15/image
6+ images $20/half hour of scanning ($20 minimum)

All images are scanned at 300 dpi and saved as jpegs unless otherwise requested. Higher resolution images may carry additional fees. Images are scanned at actual size and minimal alteration of the image is done. Files may be copied to disc (included in cost), emailed, uploaded to website, or saved to another device if patron provides one.

Traditional prints

8 x 10 $25/$40 if no negative on file
11 x 14 $40/$55
16 x 20 $55/$70

Prices may vary and will be determined upon ordering. Larger prints are available and prices are quoted at time of order. There is a 10% additional charge for color prints and 20% for sepia toning.

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I have read and understand the above restrictions concerning copyright: ______________________________ Signature