



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.

Notice Warning Concerning Copyright Restrictions

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Under certain conditions specified in the 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.

The Delaware Historical Society reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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