

DIGITIZATION/IMAGING REQUEST FORM

The University of Alabama Libraries Special Collections

The University of Alabama | Box 870266 | Tuscaloosa, AL 35487-0266 USA Phone:
205.348.0500 | Fax: 205.348.1699 | email: archives@ua.edu

This form must be completed before any work is done. Thank you.

Name	
Affiliated User Status (<i>circle one</i>) UA faculty UA Staff UA undergrad UA grad student Alumni	
Date of request:	
Contact info: Phone:	Email:
Mailing address:	
Notes:	

A. Processing Fees: For all imaging requests based on the total number of images requested.

Number of Images	Processing Fee- for all Categories of Users
Up to 5*	\$25.00
6-10	\$50.00
11-15	\$75.00
16-20	\$100.00
Orders above 20 images will be processed at the discretion of the Hoole Special Collections Library	

*The cost of 5 images will be waived for UA students during an academic year. Students are still required to fill out an Imaging Request Form for the image(s) for which the cost is waived.

B. Digitization Fees: In addition to processing fees and based on patron status.

Digitization Fee Affiliated Users	Digitization Fee Other Users
\$5.00 per image	\$25.00 per image

C. Commercial Use Fees: *FORMAL PERMISSION IS REQUIRED for any commercial use. Permission forms should be requested and completed forms are to be submitted to archives@ua.edu. Questions: 205-348-0500*

Print	\$50.00 per image
Online	\$75.00 per image
Broadcast Media	\$150.00 per image

D. Additional Fees:

CD	\$5.00
Postage	\$4.00 minimum (overnight, overseas extra)
Rush Orders	Additional charges will apply

E. Payment Information: Payment must be made in full prior to delivery of images

Preferred method of payment <i>(circle one)</i>	Pay by Check	Pay by Credit Card	
Preferred method of delivery <i>circle one</i>	Deliver by email (JPEG only)	Deliver by Dropbox	Deliver CD by mail

F. Order Request Specifications: Attach sheet for additional images

Description of item (with item number)	File type and resolution 300 dpi TIF is our default	Quantity	Reason for request (publication, research, exhibit, etc.)	(staff only) File name /location on network
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

G. Imaging Policies

1. Formal permission is required for any use of images outside of research purposes.
2. The user making the request is required to secure all permissions or licenses from the copyright holder(s) other than The University of Alabama Libraries Special Collections. Permission must be sent to Special Collections in writing by the copyright holder.
3. The user assumes responsibility for any infringement of copyright or any other intellectual property issues associated with the materials requested.
4. The University of Alabama Libraries Special Collections reserves the right to deny reproduction of any image for reasons of preservation, unusual format demands, or copyright restrictions.
5. The University of Alabama Libraries Special Collections reserves the right to refuse image reproduction and to refuse permission for image publication to anyone who has not complied with our policies.
6. The University of Alabama Libraries Special Collections reserves the right to limit quantities, to limit resolution, to select appropriate format, or otherwise to set requirements on an individual basis.
7. Charges may be assessed for handling and preservation of fragile items.
8. Fees may be subject to change at any time. A fee waiver may be granted upon approval of a written application.
9. The University of Alabama Libraries Special Collections supplies photocopies for research purposes. Digital images are supplied under conditions that ensure responsible stewardship and compliance with copyright law. We appreciate users' cooperation in helping us preserve the integrity of our collections now and for future generations.
10. At the time of publication, a complimentary copy of the work or notification of its availability online is to be provided to The University of Alabama Libraries Special Collections.
11. Standard turnaround time for all orders is 8-12 business days, but can take less or more time depending on size, format, or other issues. All approved requests are completed in the order they were received.
12. I, the undersigned, have read the above policies and I agree to abide by them.

Signature: _____ Date: _____

H: Staff Use Only (Initial and date each step. Notes as needed)

Order taken	Price quote	Items pulled	Items scanned	Items saved on network	Items invoiced	Items delivered	Payment received