

Imaging Request

The University of Alabama Libraries Special Collections

Address: The University of Alabama, Box 870266, Tuscaloosa, AL 35487-0226

Phone: 205-348-0500 | **Fax:** 205-348-1699 | **Email:** archives@ua.edu

Use this form to request digital images that you have no plans to publish at this time.

Save this PDF to your computer, open the file, and type to fill in the blanks. Save the filled version and return it by email (or print and return by mail) to the address above. Thank you!

Personal Information

Name:

Date of Request:

Academic or Institutional Affiliation:

Contact Info

Phone:

Email:

Mailing Address:

Processing Information

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

Payment method:

Delivery method:

Order Specifications

Images will be 300 dpi JPEGs unless otherwise requested and approved.

Description of item (include image number or other identifying information)	Quantity	Use
1		
2		
3		
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Fee Schedule

Processing

Total Images	Processing Fee
1-5	\$25.00
6-10	\$50.00
11-15	\$75.00
16-20	\$100.00

Orders of more than 20 images will be processed at the discretion of UA Libraries Special Collections.

Digitization

User Type	Digitization Fee
UA-affiliated Users	\$5.00 per image
Other users	\$25.00 per image

Commercial Use

FORMAL PERMISSION IS REQUIRED for any commercial use. Please fill out the Application to Publish to request permission.

Use Type	Use Fee
Print	\$50.00 per image
Digital	\$75.00 per image
Broadcast	\$150.00 per image

Imaging Policies

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- 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.
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- 5.** The University of Alabama Libraries Special Collections reserves the right to refuse image reproduction and to refuse permission for image publication for non-compliance with our policies. Violation of these agreements may result in denial of access to materials in The University of Alabama Libraries Special Collections.
- 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.

**By checking this box, I signify that I,
agree to abide by them.**

, have read the above policies and