

Photography Request Form - Alabama State University

Your Name		Date
Mailing Address		
Work Phone Number	Home Phone Number	e-mail address
Institutional Affiliation		Your Occupation/ Position
Describe Photograph		Photograph Locator Information
Identify intended use for photograph, if you plan to publish photo identify publication or form of electronic medium where photo will appear.		
<p>Copyright 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 in the law, library and archive are authorized to furnish a photocopy or other reproduction. One of these specified 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.</p> <ol style="list-style-type: none"> 1. Researchers are not permitted to photocopy archival materials or photographs. 2. Due to workload involved in assisting patrons and other responsibilities, reproductions may not be done on demand. Patrons needing this service should fill out a photocopy request form. 3. The Archives also reserves the right to refuse a reproduction request if, in its judgment, fulfillment of the request would involve violation of copyright law, legal restrictions or if doing so will damage the original or violate donor agreements. 4. The Alabama State University Archives reserves the right to limit the volume of duplication; in addition, the Archives will not reproduce an entire collection unless the researcher obtains the written permission of the writer, donor, depositor, literary heir or Alabama State University Archives in compliance with the U.S. Copyright laws. 5. Scanned items sent as e-mail attachments are billed at \$12.50 at 15-minute increments. 6. The copying of musical works is prohibited according to copyright law. 7. <u>Citations for the Archives should conform to the following format:</u> Name of collection, Courtesy of Alabama State University Archives. 		
<p><u>B & W and Color Pictures</u> 4 x 5 prints = \$25.00 Scanning and printing images: \$50.00 per hour charge (includes staff time and postage, if mailed). The minimum charge is \$12.50. Images are also available on disk at the same hourly charge plus minimum cost (see below). Disk Media: CD (800 MB) = \$5.00 Handling fee: A \$5.00 handling fee is added to the total order if material is mailed. Publication/exhibition fee (educational/not-for-profit use): \$100.00 per photographic image Publication fee (domestic commercial use): \$200.00 per image.</p>		
<p>Print and sign name here. I, _____ accept the above terms.</p>		
<p>Print form, fill in information, sign and return in person, by mail, by fax (334)2294940, or scan and e-mail to, hrobinson@alasu.edu</p>		