

## Image Reproduction Request

The Historical Society of Cheboygan County, Inc. is pleased to offer several duplication options for items in its collection and photographic library. Please read and complete this form (front and back) before submitting your order. Please talk to us about any questions or concerns you may have.

The Image Services Coordinator will contact you with an estimate upon receiving this reproduction request. Prepayment is required before services can begin.

<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Email address:</b>	
<b>Phone:</b>	
<b>Purpose:</b>	
<b>Date:</b>	
<b>Are you a member of the HSCC?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Discounts may apply depending on membership level.</i>

### Fees for Personal Use—Non Publication

Each scan up to 600 DPI \$10.00;	Prints up to 8.5" x11"	\$ 5.00
Each CD—Standard Quality \$5.00	Prints over 8.5" x 11"	\$10.00
Postage and handling for material sent by USPS \$5.00		

Please describe the image(s) that you are requesting (attach additional sheet if necessary)	Format
	<input type="checkbox"/> Print <input type="checkbox"/> Digital
	<input type="checkbox"/> Print <input type="checkbox"/> Digital
	<input type="checkbox"/> Print <input type="checkbox"/> Digital

**ORDER INFORMATION**

Preferred Due Date \_\_\_\_\_

*All orders require two weeks for completion. Rush orders may be considered, and will be charged a rush fee.*

Will this image be published?  Yes  No

*If Yes, a **Permission to Publish** form is required for any image used in private, non-profit, and commercial publication or exhibitions. Use fees will be assessed.*

Pickup at Museum:  Yes  No

Download from HSCC website:  Yes  No

Ship to: \_\_\_\_\_

*If different from address on opposite side*

**Conditions of Image Reproduction Request**

1. The Historical Society of Cheboygan County does not lend items from its image collections, but in most cases digital copies can be made.
2. All reproduction work is done by or arranged by HSCC staff.
3. All images remain the property of The Historical Society of Cheboygan County, Inc.; we sell reproduction prints and digital files only.
4. Permission to publish or display, in any way, must be granted prior to use. Forms and policies are available; please request one from the Image Services Coordinator or our website. The Historical Society of Cheboygan County, Inc. has the right to deny a publication use request for any reason.
5. Purchase of a reproduction print or digital file in no way grants the rights to publish, use, reproduce or sell the image.
6. A purchaser who cancels an order after the completion of a reproduction is still responsible for payment of all fees.
7. All orders take two weeks for completion. Rush service may be available for additional fees. This service is based on the availability of the image services and volunteer staff.
8. Prepayment is required. Clients must pay in full or make a fifty percent (50%) deposit, before an order can be processed. If a deposit is paid, the balance must be paid before the image is shipped.
9. Observance of copyright and fair use as described by national copyright law rests with you, the purchaser, and not The Society.

I have read and understand the policies stated above and agree to the terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

HSCC Staff Initials \_\_\_\_\_

Adopted November 18, 2010.

ImageReoroductionRequest (Rev 10/10)