

# Request for Photographic/Digital Copies

Box 19497 • Arlington, Texas 76019-0497  
Phone (817) 272-3393 • Fax (817) 272-3360

Name (Please print) \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_

Job No. \_\_\_\_\_  Pick Up  
 Mail

If non-profit organization, provide tax-exemption certificate in lieu of sales tax.

Tax-exemption form completed  
 UT Arlington student/faculty/staff  
 Non-UT Arlington

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

**PAYMENT IS REQUIRED IN ADVANCE. NEGATIVES REMAIN THE PROPERTY OF UT ARLINGTON.**

#	Description or File Number of Item	Format	Size/Resolution Needed	No. of Copies	Unit Price	Neg. Price	Total
1							
2							
3							
4							
5							
6							

Please make your check payable to **UT Arlington Library** and add your driver's license number to the check.

ORDER PREPARED BY: \_\_\_\_\_  
(Special Collections staff member)

SPECIAL INSTRUCTIONS:  
\_\_\_\_\_  
\_\_\_\_\_

STATEMENT OF INTENDED USE:  
(For publications, include medium, title, publisher and projected date.)

\_\_\_\_\_  
\_\_\_\_\_

**For Staff Use**

Subtotal this Page \$ \_\_\_\_\_

Subtotal from Additional Pages \$ \_\_\_\_\_

CD Charge \$ \_\_\_\_\_

Postage and Shipping \$ \_\_\_\_\_

Publication Fee (See Fee Schedule) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Taxable Subtotal \$ \_\_\_\_\_

Sales Tax \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

I have read and agree to the Image Use Agreement governing the reproduction of items held by Special Collections as applied to the work described above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## IMAGE USE AGREEMENT

1. I understand that each item must be reproduced in its entirety and the reproduction may not be bled off or altered in any way. Nothing may be superimposed on the reproduction. Reproduction may not be printed in colored ink or on colored stock. Permission to reproduce a detail will be granted only if the entire image also appears in the same publication. Application to reproduce a detail from a work will be considered only upon receipt of a photocopy or photograph marked to show the area to be reproduced. If a detail is used, the caption must include the word "detail."
2. I understand that on occasion requests for copies may be denied because of copyright regulations or physical condition of the items.
3. I understand that The University of Texas at Arlington Library, Special Collections, assumes no responsibility for any royalties claimed by the creator of the items or on his behalf.
4. I agree to assume all responsibility for clearing reproduction rights and for any infringement of the U.S. Copyright Code. I also agree to protect the rights and privacy of all subjects depicted in the materials furnished.
5. I agree that if permission is granted for the publishing party itself to photograph any visual material in Special Collections, all such negatives will be turned over to Special Collections.
6. I agree that when five or more items from Special Collections are published in a publication, one copy of the publication will be presented without charge to Special Collections.
7. I understand that permission is granted for one-time use, for one edition, and in one language. Additional language editions, subsequent editions, and any related promotional use must be considered as separate requests and will require the payment of additional fees.
8. I understand that these materials are not be resold.
9. I understand that the credit line, as stated below, must appear in an appropriate portion of the publication, with credits sections either at the beginning or end of film strips, television programs, motion pictures, videotapes, or other visual formats using Special Collections visual materials.
10. I understand that failure to comply with any of the above regulations will result in withdrawal of permission to reproduce, and appropriate legal action will be taken.

**One of the following credit lines MUST be shown in an appropriate portion of the publication:**

\_\_\_ Courtesy, Special Collections, The University of Texas at Arlington Library, Arlington, Texas.

\_\_\_ Courtesy, *Fort Worth Star-Telegram* Collection, Special Collections, The University of Texas at Arlington Library, Arlington, Texas.

\_\_\_ Courtesy, \_\_\_\_\_, Special Collections, The University of Texas at Arlington Library, Arlington, Texas.

---

FOR STAFF USE:

### RECORD OF PAYMENT AND ORDER PROCESSING

Date Payment Received \_\_\_\_\_

Form of Payment:  Check  Credit Card  Cash

Date Scanned \_\_\_\_\_

Check Number \_\_\_\_\_

**or**

Date Order Sent to Univ. Pub. \_\_\_\_\_

Date Order Mailed or Picked Up \_\_\_\_\_

