



Request for Image and Media Copies

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Arlington, Texas 76019-0497
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Please print.

Job No. _____

Name: _____ Affiliation: _____

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City: _____ State: _____ Zip: _____ E-mail: _____

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 UTS 139. The law is found in sections 552.021, 552.023, and 559.004 of the Texas Government Code.

Requestor Categories:

- UT System (student/faculty/staff)
- Scholarly user (scholarly research, academic publication)
- Tax exempt (includes non-profits and government agencies)
- Private individual (non-UT System)
- Commercial user (for-profit entity)

Calculation of Costs:

Prepayment is required. Payment may be made by cash, check, money order, or credit card. Make check payable to UT Arlington Library. At the time your order is processed, adjustments may be necessary regarding fees charged, images ordered, or "intended use" information.* In that case, you will be notified immediately by phone or e-mail before processing continues.

PLEASE NOTE: Special Collections reserves the right to assess fees for other uses of its materials when use is deemed to be extensive. Application of fees in such cases is subject to review on a case-by-case basis.

****Other fees:**

- Off-site processing Rush fee – 2 Day Rush fee – 3 Day
- Special photographic services
- _____

- *To accommodate staff workloads, large orders may be divided into batches for processing. Patrons submitting large orders may expect to receive a batch approximately every 30 days.*
- *Allow at least 15 working days from receipt of payment (excluding weekends and holidays) for processing. Processing times are approximate and do not include delivery.*
- *Whether limited distribution of the reproduction constitutes publishing (and incurs a publication fee) or whether the nature of a project and its intended audience constitutes public display (and incurs a display fee) will be at the discretion of the Special Collections staff.*

Order prepared by _____
Staff Member (please print)

Delivery Options	
<input type="checkbox"/> Pick up _____	
<input type="checkbox"/> Mail	<input type="checkbox"/> Electronic

Preservation fee \$ _____

Patron photography \$ _____

Publication / Display fee \$ _____

**Other fees \$ _____

Delivery \$ _____

Subtotal \$ _____

Sales tax \$ _____

ESTIMATED TOTAL \$ _____

*Adjustment after review \$ _____

ADJUSTED TOTAL \$ _____

I have read and I agree to the Image Use Agreement governing the reproduction of items held by Special Collections as applied to the work described on this form. I understand that not all of the images I have requested may be available for reproduction.

Signature _____ Date _____

Format Requested:

Digital image

File formats: TIFF JPEG Resolution for: Electronic Print Mural

Resolution: Images will be scanned at 100% and provided at low-resolution for web site or other electronic uses; high resolution for print, publication, or display; and highest resolution for mural display. Images scanned to specifications other than these may be charged an additional fee.

Special instructions: _____

Off-site processing (format is larger than 12"x18", or item is in fragile condition)

Camera / Videotaping (patron uses own equipment) Appointment date: _____ With staff member: _____

Audio / Video reproduction (audio tapes, CDs, DVDs)

Intended Use:

Study, reference, or personal use (display in private residence)

Public display (exhibit space, office, restaurant, hotel, or other location exposed to public view)

Describe use; include client name, if applicable: _____

Reproduction in print publication:

Type of publication: Book / Textbook Journal / Magazine Thesis / Dissertation Catalog / Brochure

Other _____

Title: _____

Author/editor: _____

Publisher: _____

Expected date of publication: _____

Number of units published/printed: _____

Reproduction in electronic or film media:

Type of production: Television Documentary / Film Web site Public presentation

Other _____

Title: _____

Producer: _____

Expected date of broadcast or presentation: _____

Web site URL: _____

Number of units distributed or size of audience: _____

Publication or Production Specifications:

Language: English All languages Other _____

Distribution: Local Statewide Nationwide Worldwide

No. images from Photo Gallery _____

RECORD OF PAYMENT AND ORDER PROCESSING

Date payment received _____ Form of payment: Check Credit Card Cash IDT Invoice

Date scanned _____ Check Number _____ IDT Acct. No. _____ Invoiced on _____

Permission sent _____ Date order delivered to patron _____ Mail Electronic Pick up

**The University of Texas at Arlington Library
Special Collections**

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The following web sites list steps to take in doing a "good faith" search for copyright holders:

Getting Permission, Georgia K. Harper, University of Texas at Austin.

<http://www.utsystem.edu/ogc/intellectualproperty/permission.htm>

Locating U.S. Copyright Holders, Harry Ransom Center, University of Texas at Austin.

<http://tyler.hrc.utexas.edu/us.cfm>

Copyright Term and the Public Domain in the United States, Cornell University.

<http://copyright.cornell.edu/resources/publicdomain.cfm>

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- Works published **before** 1923 are in the public domain and can be reproduced. These include, but are not limited to, photographs, books, maps, posters, graphics, and postcards.
- Works published **after** 1923 may still be under copyright. Some examples include:
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 - wire services (example: Associated Press)
 - movie and recording studios (example: publicity stills)
 - commercial photographers (example: family portraits)
 - Postcards
 - Architectural drawings
- The Jack White Photograph Collection contains some images obtained from the Amon Carter Museum that are now owned by the Fort Worth Public Library. The specific images have been flagged in the Collection. Requests for duplication of these images should be referred to the Fort Worth Public Library.

Name: _____

Job No. _____

Item(s) Requested

#	File Number and Description of Item	Media Format (Tiff, jpeg)	Size or Resolution Needed	Non-standard Fee	Cost per Image
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