



**AUTHORIZATION REQUEST FOR REPRODUCTION/LICENSING OF LIBRARY MATERIALS  
FOR NON-PUBLISHING/NON-PROFIT PURPOSES**

In order to protect valuable library materials, the Buffalo and Erie County Public Library (B&ECPL) permits photographing OR scanning of such special materials only with authorization/approval of the Library and charges applicable reproduction fees paid by the party requesting the photograph or scan ("Requestor").

The B&ECPL will determine and inform the Requestor of any applicable charges for the requested reproductions.

The Requestor agrees and warrants that reproductions are for personal use only and shall not be used for profit/publication purposes or for purposes other than those specifically stated under "Intended use of Photographs." Reproductions may not be sold or transferred to others without prior approval of the B&ECPL. Any commissioned/for-profit use of photographs or scanned items are subject to further approval by the B&ECPL and shall require a payment or percentage of revenue to the B&ECPL to be negotiated. The B&ECPL retains all applicable property rights associated with the reproduced materials. If item is additionally protected by another party's copyright and intended use may be an infringement, it is the sole responsibility of the requestor to determine copyright holder and secure permission with that party.

The Requestor's signature on form below acknowledges his/her agreement with these conditions.

**INFORMATION REQUEST SUMMARY & DISPOSITION**

*Please complete the Request for Photographs of Library Materials form in full to assure prompt and correct handling. Please print or type.*

<b>MATERIAL REQUESTED TO BE PHOTOGRAPHED</b>	
TITLE	
PAGE NUMBERS	
<b>INTENDED USE OF IMAGES</b>	
DATE BY WHICH IMAGES ARE NEEDED	
<b>REQUESTOR</b>	
NAME:	SIGNATURE:
ORGANIZATION	TITLE
TELEPHONE (        )        -	MAILING ADDRESS
DATE REQUESTED:	EMAIL ADDRESS

**SEE REVERSE SIDE**

**SPECIFICATIONS For REPRODUCTION**

Photograph:

Requestor's camera

Library-arranged photographer:

8"x 10" OR  5"x7" OR  Other \_\_\_\_\_

Color OR  Black & White

Glossy OR  Matte

Transfer photo image onto compact disk

\$ \_\_\_\_\_ Photographer's fee

Digital scan onto electronic media

JPEG  Minimum resolution:

TIFF \_\_\_\_\_ dpi

BMP

**Delivery**

Requestor will pick up

Mail

**Special Instructions:**

***For Official Use Only***

**DEPARTMENTAL RECOMMENDATION**

*Approval recommended*

*Approval not recommended*

**REASON REQUEST CANNOT BE FILLED**

- Material not available
- Not enough lead time to complete

Other:

COST FOR REPRODUCTION SERVICE: \$

*Signature of Authorized SPC Manager*

**SEE REVERSE SIDE**



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