



**AUTHORIZATION REQUEST FOR REPRODUCTION/LICENSING OF LIBRARY MATERIALS
FOR PUBLICATION (PROFIT OR NOT-FOR-PROFIT)**

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 for authorized use by experts approved by the Library, with charges paid by the party requesting the photograph or scan ("Requestor").

The B&ECPL will determine and notify the Requestor of the charge that would apply for the requested reproductions. The Requestor must pay the cost for service specified.

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If item is to be published in any format (print, media, Internet, etc.) and/or used for display/exhibit by the Requestor, all reproductions of the B&ECPL library materials must prominently display the following credit adjacent to the photograph or scanned item:

***"REPRODUCTION BY PERMISSION OF
THE BUFFALO & ERIE COUNTY PUBLIC LIBRARY
BUFFALO, NEW YORK"***

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.

MATERIAL REQUESTED TO BE REPRODUCED	
TITLE	
PAGE NUMBERS	
INTENDED USE OF IMAGES	
DATE BY WHICH IMAGES ARE NEEDED	
REQUESTOR	
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

 Photocopy Requestor has image from previous request for reproduction and amending intended use for item. Digital scan onto electronic media JPEG Minimum resolution: TIFF _____ dpi BMP**Delivery** Requestor will pick up Mail**Special Instructions:****DEPARTMENTAL RECOMMENDATION** *Approval recommended* *Approval not recommended***REASON REQUEST CANNOT BE FILLED**

- Material not available
- Not enough lead time to complete
- Other:

COST FOR SERVICE: \$
TERMS (For commercial use):*Signature of Authorized SPC Manager**Date***DISPOSITION** NOT APPROVED APPROVED*Signature of B&ECPL Director or Designee**Date***SEE REVERSE SIDE**

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