



**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.

The Requestor agrees and warrants that reproductions shall not be used for purposes other than the specific stated intended purpose, or sold or transferred to others, without prior approval of the B&ECPL. **Any commercial use of the photographs or scanned items (any use providing any revenue to Requestor) approved by the B&ECPL shall provide a payment or percentage of revenue to the B&ECPL. If percentage of revenue is applicable, Requestor shall provide an annual accounting of revenue in a form acceptable to B&ECPL.** Requestor agrees and warrants, as a condition of use of photographs or scanned items that if Requestor fails to enter into said agreement with the B&ECPL before Requestor makes commercial use of said items, Requestor shall pay a fine of \$250.00 to the B&ECPL and provide the B&ECPL with an accounting at its own expense of all revenues received from said commercial use and forfeit to the B&ECPL all of said revenues.

The B&ECPL retains all applicable property rights associated with the reproduced materials and the Requestor agrees that the B&ECPL also may reproduce, for its own use, the Requestor's reproduction, without charge and in the B&ECPL's absolute discretion. The B&ECPL makes no representations or warranties regarding the copyright status of the materials. It is the sole duty of the requestor to determine copyright status and secure permissions as necessary. The requestor agrees to indemnify and hold harmless the B&ECPL from and against any and all claims, damages, and expenses, arising from requestor's breach of this duty.

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	
AUTHORIZED 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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