



**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. 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.

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	
TITLE	
PAGE NUMBERS	
TITLE	
PAGE NUMBERS	
TITLE	
PAGE NUMBERS	
AUTHORIZED USE OF IMAGES	
Date	
REQUESTOR	
NAME:	SIGNATURE:
ORGANIZATION	TITLE
TELEPHONE () -	MAILING ADDRESS
DATE REQUESTED:	EMAIL ADDRESS

SPECIFICATIONS For REPRODUCTION	
<input type="checkbox"/> Photograph: <ul style="list-style-type: none"> <input type="checkbox"/> Requestor's camera <input type="checkbox"/> Library-arranged photographer: <ul style="list-style-type: none"> <input type="checkbox"/> 8"x 10" OR <input type="checkbox"/> 5"x7" OR <input type="checkbox"/> Other _____ <input type="checkbox"/> Color OR <input type="checkbox"/> Black & White <input type="checkbox"/> Glossy OR <input type="checkbox"/> Matte <input type="checkbox"/> Transfer photo image onto compact disk \$ _____ Photographer's fee 	
<input type="checkbox"/> Digital scan onto electronic media <ul style="list-style-type: none"> <input type="checkbox"/> JPEG <input type="checkbox"/> Minimum resolution: <input type="checkbox"/> TIFF _____ dpi <input type="checkbox"/> BMP 	
Delivery <ul style="list-style-type: none"> <input type="checkbox"/> Requestor will pick up <input type="checkbox"/> Mail <input type="checkbox"/> FTP 	
Special Instructions:	

DEPARTMENTAL RECOMMENDATION			
<input type="checkbox"/> <i>Approval recommended</i> <input type="checkbox"/> <i>Approval not recommended</i> REASON REQUEST CANNOT BE FILLED <ul style="list-style-type: none"> <input type="checkbox"/> Material not available <input type="checkbox"/> Not enough lead time to complete <input type="checkbox"/> Other: 	COST FOR SERVICE: \$ _____ TERMS (For commercial use): _____		
	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 80%; padding: 5px;"><i>Signature of Authorized GRO Manager</i></td> <td style="border: none; width: 20%; padding: 5px;"><i>Date</i></td> </tr> </table>	<i>Signature of Authorized GRO Manager</i>	<i>Date</i>
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Grosvenor Room
 Buffalo and Erie County Public Library
 1 Lafayette Square
 Buffalo, NY 14203-1887
 (716) 858-8900
 FAX (716) 858-8087