



**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.

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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☐ 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☐ FTP**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 GRO Manager

Date

SEE REVERSE SIDE



Grosvenor Room
 Buffalo and Erie County Public Library
 1 Lafayette Square
 Buffalo, NY 14203-1887
 (716) 858-8900
 FAX (716) 858-8087