

REPRODUCTION & USAGE REQUEST FORM

NAME		DATE NEEDED BY
INSTITUTION OR COMPANY		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE	EMAIL	

Requestor

- Individual or student, for non-commercial private research or educational purposes.
- Educator, educational institution, small club, or non-profit institution for non-commercial, educational or research purposes. *Non-profit status must be demonstrated by submitting a letter or 501 C 3 to the archives.*
- Commercial entity or individual on behalf of such commercial entity for commercial purposes.

Requested Purpose

- Research/reference/personal use only (no usage fee required- please skip to page 2)
- Illustration for publication or presentation (usage fee may apply):
- Book
 Periodical
 Exhibit
 Poster
 Website
 Documentary/film production
 Slide show
 CD ROM
 Other _____

***PLEASE CONTACT US PRIOR TO SUBMITTING FORM TO VERIFY USAGE COSTS**

USAGE INFORMATION

Material will appear in:

TITLE OF PUBLICATION/PRESENTATION
PUBLISHER/PRODUCER
EXPECTED PUBLICATION/RELEASE DATE
PRINT RUN
LANGUAGES
OTHER

Citation and/or Credit Line:

Proper credit must accompany all items used. Archives Staff will complete the credit line once usage is approved. Any requestor who fails to comply with usage and request guidelines may be denied further service from the University of Pittsburgh collections. Credit for the requested material should read _____.

POLICIES AND PROCEDURES FOR COLLECTION REPRODUCTION AND USAGE

Archival collections held by the Archives Service Center (ASC) are open to all researchers. Most material can be reproduced subject to the regulations outlined below.

1. All researchers requiring reproductions of material from collections held by the archives must complete the reproduction and usage form describing the item(s) desired. If you have a deadline for the receipt of materials, please indicate the deadline on the form.
2. Please allow 5-10 business days for standard reproduction and scanning requests to be completed. Some requests may require less or more time depending on the desired reproduction. Reproductions from film and video collections must allow a minimum of 4 (four) weeks for completion.
3. Creation of copies does not include permission to publish or use for anything other than research/personal reference without receiving necessary usage permission.
4. Rush orders may incur a \$25 fee above and beyond any reproduction costs.
5. Not all reproduction requests can be accommodated due to material format or preservation concerns.
6. Acceptable forms of payment are credit card, cash, check, and money order. We can only accept Visa or MasterCard at this time. Requests will not be processed until payment is received.
7. All researchers requesting usage of material from photographic or manuscript collections held by the archives must indicate as appropriate the intended usage; title of publications/display/presentation; date of publication/display/presentation; publisher; print run; language(s). Usage fees may be charged in addition to reproduction fees.
- 8. Please contact the Archives Service Center for usage pricing verification prior to submitting the request.**
9. The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to make a photocopy or reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for a purpose which does not qualify as "fair use," that user may be individually liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or other applicable law.
10. THE REPRODUCTIONS ARE PROVIDED BY THE UNIVERSITY "AS IS" WITHOUT WARRANTY OF ANY KIND. LICENSOR MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
11. The entire risk as to the use of the reproductions provided herein are assumed by the Requestor.
12. All forms must be signed by the requestor AND the Archives Service Center to be valid.

By signing this document, I agree to abide by the policies and use guidelines of the Archives Service Center, University of Pittsburgh.		
SIGNATURE		
NAME (PRINTED)		
DATE	APPROVED BY	AGREEMENT NUMBER

SERVICE FEES

Reproduction Fees

Photographic Print Reproduction:

<u>Print Format:</u>	<u>Cost:</u>
Up to 5 x 7 Black/White or Color	\$17.00
Up to 8 x 10 Black/White or Color	\$25.00
Up to 11 x 14 Black/White or Color	\$36.00
Up to 16 x 20 Black/White or Color	\$60.00

Prints are created from digital files, therefore dimensions may not be exact. Additional sizes available upon request. Images are available in a Glossy or Matte finish and with or without borders.

Digital Images:

<u>Format:</u>	<u>Cost:</u>
Book/Manuscript page	\$5.00
Photographic image:	\$25.00
Map Plate	\$25.00

[Cost includes any digitization required and CD-R/DVD-R or electronic transfer.]

Audio/Video Duplication:

<u>Format:</u>	<u>Cost:</u>
Audio CD (MP3)	\$20.00
DVD Transfer	\$25.00
Film Transfer	Pricing on Request
Audio Tape	\$15.00 First Tape \$5.00 Each Add'l Tape
VHS Dub	\$25.00
Beta Master:	Pricing on Request

[If a DVD copy does not currently exist, this fee is in addition to costs incurred for footage transfer.]

Map/Blueprint Reproduction:

Prices range from \$77.00 to \$135.00 (exact pricing on request).

Usage Fees

Image Use:

- | | | | |
|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> Non-profit | \$25.00 for the first image
\$10.00 each add't'l image
*Must provide proof of non-profit status. | <input type="checkbox"/> For-profit | \$75.00 for the first image
\$50.00 for add't'l image |
| <input type="checkbox"/> Re-Use | Charged at 50% of original fee | | |

Charges do not include cost to acquire the image being used. University of Pittsburgh offices or departments will not incur a publication or usage fee for the use of photographs for University purposes.

Note: Permission to publish is limited to publication in one instance one time. Use of the same image more than one time (i.e. publishing the same image in advertisement in the same journal in more than one issue) is viewed as publishing the image more than once and will incur additional fees. All requests to publish must be in writing accompanied by the ASC Usage and Reproduction Form.

Film, Videotape, and Audio Tape:

A one-time non-exclusive use fee plus the cost of duplication will be charged as follows for all moving image footage and audio.

- | | |
|--|---|
| <input type="checkbox"/> Domestic Market Use | \$200 per minute. Minimum usage of 30 seconds.
Minimum cost \$150. |
| <input type="checkbox"/> Foreign Market Use | \$300 per minute. Minimum usage of 30 seconds.
Minimum cost \$200. |

University of Pittsburgh offices or departments will not incur a publication or usage fee for the use of film, videotape, or audiotape for University purposes.

Shipping Charges

<u>Item:</u>	<u>Cost:</u>
Photographic Prints (5x7 – 11x14)	\$6.00
Photographic Prints (16x20 and up)	\$15.00
Audio/Video Materials	\$6.00
Map Reproductions	\$15.00

Shipping prices are for within the continental United States. Map reproductions and film transfers are completed within 4-6 weeks.

MATERIAL INFORMATION				PHOTOGRAPHIC PRINT REPRODUCTION INFORMATION				DIGITAL FILE	USAGE FEE	
Collection Name	Title of Item	Identifier / Plate Number	Year/Vol. # (book/map only)	Borders: Yes or No	Type: BW or Color	Finish: Matte or Glossy	Size	File Type: TIF, JPEG, PDF	Check if Usage is Required & Add Appropriate Fee	Price

Submit this completed form with a check or money order made payable to the *University of Pittsburgh* to the following address:

Archives Service Center
University of Pittsburgh
7500 Thomas Blvd, Room 221
Pittsburgh, PA 15260

Email: archives-ref@pitt.edu
Phone: (412) 648-3232
Fax: (412) 648-2170

ALL ORDERS MUST BE PAID IN FULL BEFORE THEY WILL BE COMPLETED.

SHOULD YOU WISH TO PAY BY VISA OR MASTERCARD, PLEASE CALL (412) 648-3223 TO ARRANGE PAYMENT.
Please allow 10-15 business days to complete the order once payment is received. Not all rush services can be accommodated.

Subtotal _____
\$25.00
Rush Fee
(if applicable) _____

Shipping _____

TOTAL _____

FOR OFFICE USE ONLY				CIDDE 02631906894			
Date Requested		Date Mailed					
Date Completed		Date Payment Received					
Date Invoice Sent		Check Number					
Method of Payment		CC Confirmation #					