PHOTOGRAPH & IMAGE REPRODUCTION POLICY & BILLING FORM

CHARGES FOR REPRODUCTIONS AND USE FEES

Digital Copies of Photographs & Images (CD or E-mail attachment)
The Associated Archives is capable of producing digital copies of photographs and images in-house. Please indicate the resolution in dots per inch (dpi) desired for the scan and the format desired (JPEG, TIFF, BMP).

Reference print of scan (photocopy paper): $.50 each for black & white; $1.00 for color
Scan at 300 dpi: $10.00 per image
Scan at 600 dpi: $20.00 per image
Scan at 1200 dpi: $30.00 per image

Other services and fees
Shipping & handling.

FYI:
Payment can be made by cash (in person), check, or money order. Do not send cash in the mail. Please make checks and money orders out to the Associated Archives at SMSU. The requested images will be sent on receipt of payment.

We no longer offer the option of having photographic prints made. Reproductions of photograph and digital images are available in digital format only.
PHOTOGRAPH & IMAGE REPRODUCTION POLICY & BILLING FORM

PHOTOGRAPH OR IMAGE USE CONDITIONS

The Associated Archives at St. Mary’s Seminary and University has assembled extensive photograph collections relating to the history of the Archdiocese of Baltimore, St. Mary’s Seminary and University, and the Associated Sulpicians of the United States. While one of the main concerns of the archives is the permanent preservation of these invaluable historical images, their use by interested researchers is also encouraged. In order to preserve properly the collections for future generations, make them available for current use, and honor the rights of copyright owners, the following policies have been established:

1. No materials may be borrowed. All reproduction work is done through the archives.  
2. All reproductions made are for personal reference use only. Possession of a reproduction does not constitute permission to use it for commercial or non-profit projects. To use a reproduction from the archives’ collections, a “Permission to Use” form must be completed and signed. The term “to use” includes, but is not limited to, print, film, video, slide presentation, television, computer or other electronic media, and exhibit formats.  
3. Reproductions are not to be deposited in any other library or repository.  
4. Photographs/images are not to be duplicated.  
5. In requesting to reproduce materials from these collections, the requester agrees to indemnify and hold the Associated Archives at St. Mary’s Seminary and University and its staff harmless and free from liability for acts of the requester in any action involving infringement of the rights of any person or heirs and descendants under statutory copyright.  
6. The Associated Archives reserves the right to refuse to grant permission and/or to provide photographic reproduction services to publishers and individuals who have not complied with these conditions.  
7. The Associated Archives is not responsible for damage or loss of copies sent by mail.

I have read and accept the conditions of the Associated Archives at SMSU as stated above.

Signature:________________________________________  Date: _____________________________

(This form must be signed before orders can be completed.)
PHOTOGRAPH & IMAGE REPRODUCTION POLICY & BILLING FORM

PHOTOGRAPH OR IMAGE REQUEST AND BILLING FORM

To request photographic or image reproductions of material, please complete Sections A and B:

A) Reproductions of items from the collection(s) listed below are provided for the research use of:

Name: ___________________________________________ Affiliation: ______________________________________

Telephone (day):______________________________ E-mail:___________________________________________

Mailing Address:_______________________________________________________________________________

Research Topic: ________________________________________________________________________________

B) Photographic or image reproductions are requested for the item(s) listed below. Please note any special
instructions in this section. (Ex., 600 dpi, color, jpg.)

<table>
<thead>
<tr>
<th>Photo/Image Name</th>
<th>Size/DPI</th>
<th>Style/Format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C) Patrons will be notified when the request has been completed to arrange for payment and instructions on how
material is to be sent.

_____________________________________________________________________________________________

Staff Use Only

Copies: $_________ + Use fee $_________ + Postage/handling (if applicable) $_________

TOTAL DUE $_________

Bill sent (date/init.): ___________ / _____ OR Pickup call made (date/init.): ___________ / _____

Payment rec’d. (date/init.) ___________ / _____ Type: ___________________ (cash/check/money order)

Items mailed (date/init.): ___________ / _____ Items picked up: (date/init.) ___________ / _____

Originals Refiled (date/init.) ___________ / _____