

Spartanburg County Public Libraries Digital Collections Image Reproduction and Usage Request

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Digital files are delivered utilizing file sharing applications, or a USB drive provided by patron on site.

SCPL does not provide copies of audio, film or video content.

Image Quality:

SCPL Digital Collections are derived from a wide variety of material types (photographs, postcards, documents, maps, etc.). While the majority of objects are scanned at a high resolution, digital image quality can vary widely depending on factors such as handwritten notes on front and back of materials, age, condition, material type, material texture and original publishing quality. SCPL image reproductions are provided "AS IS" without warranty or adjustment. ***It is important to note that all of these factors affect the quality of the image you request.***

Part 1 - Requestor

Name		
Institution or Company		
Address		
City	State	Zip Code
Phone	Email	

- Individual or researcher, for personal use or educational purposes.
- Commercial entity or individual on behalf of such commercial entity for commercial purposes.

Requested Purpose

- Research/reference/personal use only
- Illustration for publication or presentation (skip to Part 3)

Part 2 – Order Your Digital Image

	Resource Identifier	Image Description/Title
*Resource Identifier located at bottom of image record *Limit 5 images	1	
	2	
	3	
	4	
	5	
Delivery Method	File sharing Link <input type="checkbox"/>	In Person USB Drive <input type="checkbox"/>

Part 3 – Image Request for Publication or Presentation

Usage Information

Title of Publication/Presentation	
Author	
Publisher/Producer	
Print Run	
Notes	
*SCPL requests one copy of final published item – Mail to: SCPL, Kennedy Room, 151 South Church Street, Spartanburg, SC 29306	

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Proper credit must accompany all SCPL items used for publication. Archives staff will complete the credit line once usage is approved.

Credit for the requested Material should read:

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Part 4 – Payment

Rates we charge for prints and print delivery are set to cover expenses incurred.

Rate: \$10 per image – all formats (*Rush Charge - \$20 per order)

Please allow a minimum of 2 weeks to complete your order. Prepayment is required – check or money orders are accepted. Credit Card payments are accepted onsite at the Headquarters Library at the Circulation Department or the Library Store. Rush orders are accepted for processing within 3 business days; additional rush charges apply.

Total No. of Images x \$10	
Rush Charges	
Digitization on Demand Research Fees <i>\$25 first image per unique collection; \$15 for each additional image from same unique collection</i>	
Total Order Cost	\$

Responsibility for appropriate use of materials is assumed by the Requestor.

I agree to the conditions above.

Signature of Requestor: _____