

Spartanburg County Public Libraries Digital Collections Image Reproduction and Usage Request

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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. 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 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: _____