Request for Permission to Use Pictorial Images
Personal Use Only

The photograph collections held by the History and Archives Division contain photographs that were 1) created by government agencies and are therefore public records or 2) are in private collections and are therefore subject to copyright laws. According to ARS 39-121.03.C & D, it is a violation of law to indicate that you are ordering public records for personal use if you intend to use them in a commercial work.

History and Archives Division
Arizona State Library, Archives and Public Records
1901 West Madison
Phoenix, AZ 85009
602.926.3720 FAX 602.256.7982

To: Director, Archives Division

From: Print name: ________________________________

Street address: ________________________________

City, State, ZIP: ________________________________

Local Telephone/email: __________________________

1. Permission: All requests to reproduce photographic images from the Arizona State Library, Archives and Public Records (hereinafter the "Agency") must be submitted on this application. The applicant agrees to abide by all terms, conditions and provisions of this agreement.

Copies received may not be reproduced. Digital files provided for personal use are 150dpi, 620 pixels on the large dimension, with “Arizona State Archives” embedded in the file.

The Agency reserves the right to limit reproduction of its pictorial images and to impose such conditions as is required by donor agreement or law, or if original material is too fragile for reproduction.

2. Reproduction of Photographic Images: Permission is granted to receive the images listed on page 4 of this application. Photographic images supplied by the Agency may not be copied, scanned, exhibited, resold, or used for any other purpose than personal use as specified in this application. Unauthorized reproduction will incur a fine of three times the normal fee, and the Agency reserves the right to demand surrender of all materials containing unauthorized reproductions.

Office Use Only

Paid ________  Filled ________  Date Mailed __________________________
3. Fees: See schedule of fees on page 3.

4. Copyright:

A. WARNING CONCERNING COPYRIGHT RESTRICTIONS:
The copyright law of the United States (Title 17, USC) governs the
making of photocopies or other reproductions of copyrighted material.
Under certain conditions specified in the law, archives and libraries are
authorized to furnish a photocopy or reproduction. One of these
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 purposes in excess of "fair use," that user may be liable for copyright
infringement. The Agency reserves the right to refuse a copying order if,
in its judgment, fulfillment of the order would involve violation of
copyright law.

B. Privacy:
An individual depicted in a reproduction has privacy rights as outlined in
Title 45 CFR 46 ("Protection of Human Subjects"). The Agency
reserves the right to require a release from individuals whose privacy
may be violated by the use of this image.

The Agency assumes no responsibility for infraction of copyright laws, invasion of
privacy, or any other improper or illegal use that may arise from unauthorized
reproduction of any image. The applicant agrees to hold the Agency and its agents
harmless against any and all claims arising or resulting from the use of each image
and shall indemnify the Agency and its agents for any and all costs and any
damages arising or resulting from any such authorized use.

5. All original prints and all negatives are retained by the History & Archives Division
and do not leave the Division. *Images may not be copied by clients using their own
equipment, nor may they be photocopied.*
Endorsements:

Date: _______________________

I will use the photograph/photographs for:

By signing this application, I acknowledge request of this image/these images for personal use only, not for commercial publication.

signed__________________________________________

approved __________________________________ for Arizona State Library, Archives & Public Records

Date _______________________

Image Charges

Photographic prints:                  Digital Images:

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<th>Size</th>
<th>Price</th>
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<td>5x7 digital print</td>
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<td>11x17 digital prints</td>
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<tr>
<td>Color 5x7</td>
<td>$20</td>
<td>Digital files (may be emailed)</td>
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***Negative charge for continuous tone photographs is an additional $15 per image. Please verify whether a negative is required

Scanning fees are $10 per scan and apply to items which are not already scanned. Large, oversized or poor quality items may require more than one scan.
Image Request

Request to reproduce images in the Photograph Collection of the History and Archives Division of the Arizona State Library, Archives and Public Records. Payment must be made by cash, check or money order. **Please remember, we deliver digital files for personal use at 150 dpi and they have a title bar at the top or bottom of the images.**

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<th>Size (for prints or photos)</th>
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CD (additional $5) [□] Yes [□] No

Date____________________      Total_______________