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http://www.librarycompany.org/collections/rightsrepro/request_form.htm

Online Request Form

Please complete one form for each item requested. If you have any questions, contact Nicole Joniec at repros@librarycompany.org.

After submitting the form, if you do not hear from us within one week please contact Nicole Joniec at the above email address.

Requests for inter-library loan or reference photocopies of books should be directed to refdept@librarycompany.org.

Contact Information

Your full name:

Your email address: (e.g.: you@aol.com)

Address

Telephone

Fax

Are you a current LCP shareholder? (If yes, 10% discount on material fees)

- Yes
 No

Are you a current LCP Fellow? (If yes, 25% discount on material fees during year of fellowship)

- Yes
 No

Date of Request

Date Reproduction Needed

Item to be Reproduced

Author or Artist

Book Title (if applicable)

Image Title or Description

Page(s)

SAA Museum Archives Section Working Group Example

Date of item

Accession and/or Call #

Special Instructions for the Photographer

Type of Reproduction

Format

- Digital File
- B & W Print
- Color Print
- 35mm Color Slide
- Digital File
- Transparency Rental
- Negative Rental
- Microfilm

SAA Museum Archives Section Working Group Example

Please specify quantity for each format needed



An empty table with a grid pattern background, intended for specifying quantities for each format. The table has a header row and several columns, but no data is present.

Digital File specifications required



An empty table with a grid pattern background, intended for digital file specifications. The table has a header row and several columns, but no data is present.

Print Size

- 8 x 10
- 11 x 14
- 16 x 20

Special Size

Finish (*add'l 50% materials fee)

- Glossy
- Matte

SAA Museum Archives Section Working Group Example

- Sepia Tone*
- Fiber Based Paper*

How will this reproduction be used?

- Printed Work *
- Exhibition
- TV/Video/Film
- CD-ROM
- Internet
- Other
- Reference Only

*If reproduction will be used for a Printed Work please specify if it will be an internal or external image and if it will fill a full page or less than a full page.



Usage is

- Scholarly/Non-Profit
- Commercial

Author of Printed Work

Title of Printed Work

Publisher of Printed Work

Print Run

SAA Museum Archives Section Working Group Example