



Reproduction and Permission to Publish Form

Orders can contain a maximum of 10 prints with a maximum of 25 items total per requests. Customers may only make one request at a time. This form acts as an invoice. Payment must be made at the time of order. Orders take approximately two weeks from the date of payment. Proceeds go toward preservation of archival materials.

Customer Information:

Name: _____ Phone: _____

Organization or Agency (if applicable): _____

Address: _____ Email Address: _____

Intended Use:

Title or Description of Use: _____

Author / Producer: _____ Publisher: _____

Audience / Distribution: _____ Site URL: _____

Format (check all that apply):

- | | | | |
|--------------------------------------|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Dissertation | <input type="checkbox"/> Film/Video Program | <input type="checkbox"/> Article |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> Presentation | <input type="checkbox"/> School Project/Paper | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Web Content | Other (please specify): _____ | | |

Format and Delivery:

Please circle preference: Digital Files Physical Prints (photos) Permission for Re-use

Preferred Digital File Format (circle one if applicable):

Still Images: *tiff* or *jpeg* Moving Images: *mp4* or *avi* Sound Recordings: *mp3* or *wav*

Delivery Method (circle one): Electronic Delivery In person pick-up Mail (Added fee)

Electronic files may be delivered on a disc or flash drive for an additional fee.

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other 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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Staff Use Only

Order Taken by: _____ Date and Time: _____ Method of Payment: _____

Items Requested:

About the original item		About the product you're requesting		
Item ID Number	Description	Resolution or Print Size	Quantity	Price
1				
2				
3				
4				
5				
Total				

Conditions of Use

All requests to reproduce the Houston Public Library's (HPL) Special Collections holdings must be submitted on this form.

1. Permission for reproduction is limited to the applicant. Permission is non-transferrable and reproductions may not be used on another project, assigned, or sold without permission from HPL.
2. Permission for reproduction is granted only for the express purpose described in this form. Any subsequent use or any change in use (e.g. subsequent edition) constitutes reuse and requires a new application and payment of associated fees.
3. HPL reserves the right to refuse reproduction of its holdings on account of copyright, condition, privacy, or other concerns.
4. HPL is not responsible for either determining the copyright status of the items in our collections or for securing copyright permission. While we do provide copies of our materials for research or publication, the researcher must exercise caution in using those materials and is responsible for securing all necessary rights.
5. The applicant agrees to hold HPL and its agents harmless against any and all claims arising or resulting from the use of the material. The applicant shall indemnify HPL and its agents for any and all costs and damages arising or resulting from any unauthorized use.
6. HPL assumes no responsibility for any royalties or fees claimed by the material's creator or on their behalf.
7. For published works, the applicant agrees to send HPL one copy, free of charge, of the work containing the reproduction(s). For installations and exhibits, the applicant agrees to send HPL photographic documentation of the final product (draft renderings of proposed displays are also encouraged where applicable).
8. The integrity of images and recorded sounds must be maintained unless approved in advance by HPL.
9. The applicant attests that the product will not contain any feature that would permit users to distort or mutilate the image.
10. All reproductions must include credits. These should appear in close proximity to the image or in a special section devoted to credits in clearly visible and legible type. At minimum, credits must include the identifier of the item and the name of the repository. For example: **MSS 1248-3714, Houston Public Library, [Repository Name]**.

Signatures

By signing this form, I accept personally and on behalf of any organization I represent, the conditions set forth within:

Signed _____ Date _____

When signed by an authorized agent of HPL, this form/invoice constitutes permission for reproduction as outlined herein.

Signed _____ Date _____

Reproduction and Permission to Publish Form (continued)

Name: _____

Date: _____

	About the original item		About the product you're requesting		
	Item ID Number	Description	Resolution or Print Size	Quantity	Price
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					



Reproduction Price List

Please note: Due to variations in the size and condition of collection materials, some reproduction processes may not be available in all cases. Reproduction of items requiring special care may incur additional costs.

If reproduction is being used for publication, the [Reproduction and Permission to Publish form](#) must be provided before request will be processed. Pre-payment is required for all reproduction requests.

Prints

8 x 10	\$50
16 x 20	\$60

*Shipping is a flat fee of \$5

*Special Handling adds an additional \$50 per item

Digital Scans

Digital scans will be delivered via an FTP site. Directions for retrieving the materials from the FTP site will be included in an email.

300 dpi up to 11x17	\$20
300 dpi over 11x17	\$30
Per 300 dpi increment	\$10

*Special Handling adds an additional \$50 per item

Audiovisual Materials

\$25 for up to 15 minutes, \$5 for additional 15-minute increments

Reuse/Second Use of Image Fee

\$18

Please note: Be sure to fill out a second [Permission to Publish form](#)