

# Microfilm Duplication Order Form

For more information:  
images@ohiohistory.org

© 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025



Order No. \_\_\_\_\_

## Ohio Historical Society

Digital Services  
800 E. 17th Ave.  
Columbus, OH 43211  
Phone: 614-297-2530 Fax: 614-297-2546

Customer Contact Information		
First Name	Last Name	
Company		
Unit/Department		
Shipping Address		
Address 2		
City	State	Zip
Phone	Fax	
Email		

Delivery Method	
<input type="checkbox"/> U.S. mail <input type="checkbox"/> Email <input type="checkbox"/> FedEx <input type="checkbox"/> UPS	
FedEx or UPS Account Number:	
Tax Exempt?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Exempt Number
Payment Type	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> P.O.	
Check/Credit Card/Purchase Order Number:	
Payment Amount:	
Credit Card Information	
Name on Credit Card:	
Expiration & CVV code:	
Signature	Date

### How did you find the microfilm you are purchasing today?

<input type="checkbox"/> OHS web site	<input type="checkbox"/> Previous order	<input type="checkbox"/> Other part of OHS web site	<input type="checkbox"/> OHS staff	<input type="checkbox"/> Other, explain:
---------------------------------------	---	---	------------------------------------	--

**Request for Permission to Use Collections (Required) :** \_\_\_\_\_

In accordance with the reproduction conditions set forth, I apply for permission to use the requested collections for research only. By signing above, I acknowledge that any further reproduction of this material is prohibited without the express written permission of the Ohio Historical Society.

Prepayment in full is required--except for original microfilming orders, which will be billed--unless an institutional purchase order form is submitted. Microfilm will be supplied as 35mm vesicular film, and images will usually be positive. Microfilm purchased from the Ohio Historical Society may not be duplicated or resold.

## Page 2: Order Components

### Instructions

Provide microfilm title or description and call number (if known) for each item. For original microfilming orders, list title and dates. You will receive a quote for the number of reels once materials have been prepped.

For fee questions, contact (614) 297-2530 or [images@ohiohistory.org](mailto:images@ohiohistory.org)

Copy of existing microfilm (\$65)	New microfilm (\$500/reel)
--------------------------------------	----------------------------

Microfilm Name or Description	Call Number (if applicable)			TOTAL
Shipping (\$5/box unless submitting FedEx/UPS number)				
Tax (Ohio residents only; 7.5%):				
Total:				

### Intended Use

- Personal research
- Library use
- Other (please specify)

### Warning Concerning Copyright Restriction

The copyright law of the U.S. (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 produce a photocopy or reproduction. One of the specified conditions is that the 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 reproduction for purposes beyond "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 violate copyright law.