Highland Park Public Library 494 Laurel Avenue Highland Park, Illinois 60035 847.432.0216 FAX: 847.681-7027

## Archives and Local History Collections Reproduction Agreement Form

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 materials. 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 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 this order would involve violation of copyright law. The Highland Park Public Library makes this photographic reproduction available for one time use. Additional use requires written permission from a Library representative.

1.	Intended use is for:		
_	private study, scholarship, or research.		
	other than personal use, such as commercial purposes, publication, media proc	luction, broadcast or	
-	exhibit.		
2.	<ol> <li>Reproductions are provided for one-time use only. A complimentary copy of any positive to the Library.</li> </ol>	roductions are provided for one-time use only. A complimentary copy of any published material will iven to the Library.	
3.	dvance payment of reproduction costs by cash, check, or money order in U.S. currency to the <b>Highland</b> ark Public Library.		
4.	Images used for commercial purposes, publication, media production, or public exhibit will be credited: Courtesy of the Highland Park Public Library. (For citation, see examples, p. 2)		
5.	Image composition will not be altered beyond standard cropping, resizing, or adjustments to image quality.		
6.	The Library's physical ownership of materials does not imply ownership of copyrig requestor's responsibility to resolve any copyright issues related to the use and dis reproduced materials.		
7.	. The Library does not guarantee the image quality and cannot refund reproduction	fees.	
8.	3. Materials cannot be borrowed for reproduction.		
Requesto	stor's name (please print)		
Address	s Phone		
Request	sted materials	·	
I have re	read and agree to the "Reproduction Agreement"		
Requesto	stor's signature Date		
Annrove	ved hv Date		

## **Reproduction Fees**

All fees are non-refundable and require pre-payment by cash, check or money order in U.S. currency to Highland Park Public Library. Please allow up to five (5) working days, from date of approval, for your reproduction request to be completed.

Photocopies 50 cents each (b/w or color)

Scanned Image \$10.00 per scan, 300 dpi, jpeg, 3000 pixels in long dimension maximum,

transmitted via email or file transfer

## Citation examples:

Ravinia Woman's Club Records, Scrapbooks, Highland Park Archives and Local History Collections.

Highland Park Public Library.

Corres., City Clerk Files, Box 1; Records, City of Highland Park. Highland Park Archives and Local History Collections. Highland Park Public Library.

Nafe, Miss Emilia, Local History Files. Highland Park Public Library.