



Request for Permission to Use Pictorial Images (Personal Use Only)

The photograph collections held by the Archives Branch of the Arizona State Library, Archives and Public Records contain photographs that were created by government agencies and are therefore public records or 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 commercial work.

All original prints and all negatives are retained by the Archives Branch and do not leave the Archives. Images may not be copied by clients using their own equipment, nor may they be photocopied.

Permissions

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 embedded with "Arizona State Archives" 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.

Reproduction of Photographic Images

Permission is granted to receive the images listed in the Requested Image Details Form portion of this application, found on Page 4.

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.

Copyright

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 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.

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 exceeding "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.

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 using these images.

Digital Image Fee Schedule

Digital Image Files, E-Mailed: \$12 per Image Requested

Digital Image Files, on CD: \$12 per Image Requested, plus \$5 for CD Charge



Image Request Form

Request to reproduce images in the Photograph Collection of Archives Branch of the Arizona State Library, Archives and Public Records. Payment must be completed by cash, credit or debit card, or check.

Requestor Information

Requestor Name

Requestor E-Mail Address

Date of Request

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

Requestor's Signature

