

Request for Permission to Use Pictorial Images

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History and Archives Division
Arizona State Library, Archives and Public Records
1901 West Madison
Phoenix, AZ 85009
602.926.3720 FAX 602.256.7982

To: Director, Archives Division

From: **Print name:** _____

Street address: _____

City, State, ZIP: _____

Local Telephone/email: _____

1. Permission: 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.

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Office Use Only

Paid _____ *Filled* _____ *Date Mailed* _____

3. Fees: See schedule of fees on page 3.

4. Copyright:

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

Endorsements:

Date: _____

I will use the photograph/photographs for:

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

signed _____

approved _____ for Arizona State
Library, Archives & Public Records

Date _____

Image Charges

Photographic prints:

BW 5x7 \$18
BW 8X10 \$24
BW 11x14 \$30
Color 5x7 \$20
Color 8X10 \$30
Color 11x14 \$40

Digital Images:

5x7 digital print \$12
8x10 digital prints \$15
11x17 digital prints \$20
Digital files (may be emailed) \$12
CD charge \$5

***Negative charge for continuous tone photographs is an additional \$15 per image. Please verify whether a negative is required

Scanning fees are \$10 per scan and apply to items which are not already scanned. Large, oversized or poor quality items may require more than one scan.

Image Request

Request to reproduce images in the Photograph Collection of the History and Archives Division of the Arizona State Library, Archives and Public Records. Payment must be made by cash, check or money order. **Please remember, we deliver digital files for personal use at 150 dpi and they have a title bar at the top or bottom of the images.**

| Image # or Digital Identifier | Quantity | Description of Image | Type: Digital Print, Photo, digital file | Size (for prints or photos) | Image Fee |
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CD (additional \$5) Yes No

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| Date _____ | Total _____ |
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