Reproduction Order Form

NAME: ______________________________ TELEPHONE: (____) ____________

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Please circle one: MAIL   PICK-UP   DIGITAL TRANSFER (requires Scanning Checklist form)

These photographs are to be used for:

☐ Personal   ☐ Research   ☐ Publication   ☐ Display   ☐ Online Display

(Please note: Publication, Display, or Online Display require Application for Permission to Publish form.)

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<th>Collection/Item #</th>
<th>Name/Subject</th>
<th>Type of photo</th>
<th>Size</th>
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SHIPPING FEE __________
TOTAL DUE __________

To complete your order, send or bring this form and your check to Giovale Library, Westminster College, 1840 South 1300 East, Salt Lake City, Utah 84105. Unless other arrangements have been made, payment is due when the order is received.

Your signature below indicates that you have read and will comply with the Copyright and Use Policies of the Giovale Library as printed on p. 2.

Signature: ______________________________ Date Received: ______________________________
Date: ______________________________ Date Order Filled: ______________________________
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1. Personal Prints from scan (printed in Giovale Library or Copy Center; any size up to 8x10")
   - Ink jet paper or matte paper
     Cost per print $2.00
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     Cost per print $4.00
   - Scan fee
     Cost per print $5.00

2. Publication Prints (black & white; print made from available negative)
   - 4x6" $8.00
   - 5x7" $10.00
   - 8x10" $12.00
   - Negative fee
     $10.00

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3. Scan to disk or FTP only - first image
   - $5.00
   - Additional images
     $2.00 each

4. Slides
   - $5.00

5. Audio and video tape duplication
   - $5.00

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- Credit line should read: Giovale Library, Westminster College, Salt Lake City

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