

DIGITIZATION/IMAGING REQUEST FORM

Tuskegee University Archives
Tuskegee University

Order No:

Part One: Patron Information

This form must be completed before any work is done. Thank you.

Name	
Patron Status (circle) TU faculty TU Staff TU undergrad TU grad student Private researcher Reporter/Media Visiting Scholar/Student: Institution: _____ Other: _____	
Date of request:	
Contact info:	Phone:
	Email:
Notes:	

Part Two: Commercial use, Fees, Publishing and Permissions for images from the Tuskegee University Archives

The Tuskegee University Archives reserves the right to deny reproduction of any image for reasons of preservation, unusual format demands, or copyright restrictions. **Orders totaling \$50 or more require advance payment.** The Tuskegee University Archives charges a standard fee of \$50.00 per image for any images reproduced in a commercial setting. **Formal permission is required for any use of image outside of research purposes (commercial use*).** Permission forms should be requested and completed forms are to be submitted to Dana R. Chandler, Reference Archivist, Tuskegee University Archives (dchandler@tuskegee.edu /334.725.2374). Standard turnaround time for all orders is 8-12 business days but can take less or more time depending on size, format, or other issues. All approved requests are completed in the order that they were received.

The undersigned patron making the request is required to secure all permissions and licenses from the holders of copyright, if any, outside of the Tuskegee University Archives. The patron assumes all responsibility for any infringement of copyright or any other intellectual property issues associated with the materials they request.

I have read and understand the above policies and agree to adhere to said policies. I agree to pay for the reproduction of items listed on this form.

Signature: _____ Date: _____

Part Three: Order Request Specifications

Description of item (with item no. if known) Please include info on original source (mss, book, etc.)	Format needed (digital/print)	For print: Physical Size	For digital: File type and resolution 300 dpi TIF is our default delivery if nothing specified	Quantity needed	Reason for request (publication, research, exhibit, etc.)	(staff only) File name /location on network
1.						
2.						
3.						

Part Three: Order Request Specifications (con't)

Description of item (with item no. if known) Please include info on original source (mss, book, etc.)	Format needed (digital/print)	For print: Physical Size	For digital: File type and resolution 300 dpi TIF is our default	Qty needed	Reason for request (publication, research, exhibit, etc.)	(staff only) File name /location on network
4.						
5.						
6.						

Part Four: Pricing Information

DIGITAL IMAGES ONLY	
Digitization (standard)	\$5.00 per image
Digitization (special format)	Price TBD depending on format and size

PRINTS		
Print size	Price per print	Finish (circle)
4 x 5"	\$15.00	Glossy only
5 x 7"	\$16.00	Glossy only
8 x 10"	\$19.00	Glossy only
8.5 x 11"	\$20.00	Glossy only
11 x 14"	-	n/a
11 x 17"	-	n/a
11.7 x 16.5"	-	n/a
13 x 19"	-	n/a

Additional Fees:

-Postage: \$4.00 min. per order (overnight or overseas extra)

-Rush Orders: \$25 surcharge for 3 day turnaround

-Enhancement/correction: \$20 per hour (min. one hour charge)

-*Commercial Use Fee: \$50.00 per image Please Note: FORMAL PERMISSION IS REQUIRED for any commercial use.

Commercial use forms and requests: Submit to Dana R. Chandler (dchandler@tuskegee.edu) for consideration.

Part Five: Staff Use Only

(Initial and date each step. Notes as needed)

Order taken:	Price quote:	Item(s) Pulled	Item(s) scanned	Item(s) Saved on network	Item(s) printed	Items invoiced	Payment rec'd/ deposit
						Item(s) shipped/picked up	