



# Visual Materials Reproduction Request Form

The Georgia Archives will consider requests for limited reproduction of material when such copying meets all of the following: 1) can be done without injury to the material; 2) does not violate donor agreements; and 3) conforms to copyright statute.

<b>Name:</b>	
<b>Company/Organization:</b>	
<b>Mailing Address:</b>	
<b>City/State/Zip:</b>	
<b>Tel:</b>	<b>Fax:</b>
<b>Email:</b>	

**Purchased by (check one)**

- Private                       Commercial                       Nonprofit

**Purchased for (check one)**

- Personal Use                       Publication                       Exhibition/display  
 Research                       Thesis/dissertation                       Broadcast/film/video  
 Website                       Electronic publication                       Advertising  
 Other: \_\_\_\_\_

**Statement of Intended Use:**

---

---

---

**1** The Georgia Archives provides scans of images in its visual material holdings at a cost of \$6 per scan. Scans from the Large Print Collection or other visual materials over 11"x17" are \$10 per scan. Scans are provided on a CD (there is no charge for the CD) or may be downloaded via an emailed link.

**2** Check one:

- Mail in state                      \$ 3  
 Mail out-of-state                      \$ 5  
 Pick up CD at Customer Service Desk, Georgia Archives                      no charge  
 Via email (dropbox)                      no charge

**3** Complete your order on page 2. Make your check or money order payable to the Georgia Archives. To pay by credit card (MasterCard, Visa or Discover) over the phone request payment instructions when submitting this form.

Return all parts of this form along with your remittance to:

Visual Materials Reference  
Georgia Archives  
5800 Jonesboro Road  
Morrow, GA 30260

Image #	JPG or TIF		Cost

For Staff Use Only		Subtotal	
Date Order Received:		Postage	
Receipt Number:		TOTAL	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card			
Scanned by:			
Order Taken By:			
Amount Paid:			
Date order sent/picked up:			

**NOTICE  
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 material. 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 photocopy or 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 the order would involve a violation of copyright law.

**If you wish to exhibit, broadcast, or to publish, in print or on a website, you must request permission from the Georgia Archives. For permission, please write or e-mail:**

Steve Engerrand  
Georgia Archives  
5800 Jonesboro Road  
Morrow, GA 30260  
steve.engerrand@usg.edu

*I have read the above conditions and requirements and agree to assume all responsibility for any infraction of copyright regulation. I also agree to hold blameless the Georgia Archives and its agents, representatives, and employees in connection with any legal action that may arise as a consequence of the scanned or digital print reproduction.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_