



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.

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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 SCAN FEE**
Visual materials scan: \$6.00 Large print or map scan: \$10.00
Original size is 11"x17" or under Original size is over 11"x17"

- 2 DELIVERY FEE**
Check one:
- | | |
|--|--------------------|
| <input type="checkbox"/> Mail in state | \$ 3 delivery fee |
| <input type="checkbox"/> Mail out-of-state | \$ 5 delivery fee |
| <input type="checkbox"/> Pick up CD at Customer Service Desk, Georgia Archives | no delivery charge |
| <input type="checkbox"/> Via email (dropbox) | no delivery 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:		Order Taken By:		Postage	
Receipt Number:		Amount Paid:		TOTAL	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card					
Scanned by:		Date order sent/picked up:			

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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:

Georgia Archives
5800 Jonesboro Road
Morrow, GA 30260
archives-photos@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: _____