



# 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:**

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- 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 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:		Order Taken By:			
Receipt Number:		Amount Paid:		Postage	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card				TOTAL	
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: \_\_\_\_\_