



Summit County
Historical Society

Reproduction Order Form

The Summit County Historical Society permits duplication of images in its collections within the following guidelines:

1. All duplication will be done by the Special Collections staff of the Akron-Summit County Public Library or by contract with a commercial service chosen by the Summit County Historical Society.
2. Due to the fragile nature of some materials, the Society reserves the right to refuse a request for reproduction that may jeopardize the safety of an item.
3. Reproduced images are to be used for personal or research purposes only. The purchaser agrees not to reproduce, publish, exhibit or sell copies of an image without obtaining written permission from the Summit County Historical Society.
4. All reproductions must be credited to the Summit County Historical Society. A suggested citation follows below:
 - Summit County Historical Society; COLLECTION NAME, ITEM NAME, DATE.
5. 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 by the law, libraries and archives are authorized to furnish a photocopy or other reproductions. 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.

The Association reserves the right to refuse to accept a request, if in its judgment; fulfillment of the request would involve a violation of copyright law.

Reproduction type	Fee per Image
Color photocopy	1.00
Print on photo paper (up to 8 x 10)	7.00
Scanned image delivered by electronic mail	2.00
Scanned image copied to CD and mailed	2.00
Oversize or Negative print	Photo lab fee
Slide	Photo lab fee

I have read and understand the terms of this agreement:

Signature: _____ Date: _____

Requestor must read, sign, and return the Reproduction Order Form to the Special Collections Division of the Akron-Summit County Public Library at 60 S. High Street, Akron, Ohio 44326.



Summit County
Historical Society

Reproduction Order Form

Name: _____ Date: _____

Organization or Business: _____

Mailing Address: _____

Telephone Numbers: _____

Electronic Mail Address: _____

An invoice will be sent with your requested items and payment is due upon receipt. The charges will be based on the number and type of reproductions as outlined on page one. Unless you specify otherwise, all digital images will be in JPG format with a resolution of 300 ppi.

Title of Requested Item and its file name (see source field)	Reproduction Type	Fee

Please select a delivery option.

Postal Mail

Electronic Mail

Postal Mailing Fee:	1.00
Estimated Total:	

Please return the completed Reproduction Order Form (two pages) to the Special Collections Division of the Akron-Summit County Public Library at 60 S. High Street, Akron, Ohio 44326.

For Staff Use Only

Staff: _____ Invoiced : \$ _____ Date Sent: _____