

Metro Parks, Serving Summit County

Reproduction Order Form

Metro Parks, Serving Summit County permits duplication of images in its collections within the following guidelines:

1. All duplication will be done by the Special Collections staff or by contract with a commercial service chosen by Metro Parks, Serving Summit County.
2. Due to the fragile nature of some materials, Metro Parks, Serving Summit County 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 Metro Parks, Serving Summit County.
4. All reproductions must be credited to Metro Parks, Serving Summit County. A suggested citation follows below:
 - Metro Parks, Serving Summit County; 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.

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

Reproduction type	Fee per Image
Color Photocopy	\$.25
Digital file delivered electronically	\$2.00
Digital file copied to CD/DVD and mailed	\$2.00 (plus postage fee)

I have read and understand the terms of this agreement:

Signature: _____ Date: _____

Requestor must read, sign, and return the Reproduction Order Form to:

**Akron-Summit County Public Library
Special Collections Division
60 South High Street
Akron, Ohio 44326**

Metro Parks, Serving Summit County

Reproduction Order Form

Name: _____ Date: _____

Organization or Business: _____

Mailing Address: _____

Telephone Number: _____

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 (If from a digital exhibit, please include the item's <i>Source</i> .)	Reproduction Type	Fee

Please select a delivery option. Postal Mail Electronic Mail

	Postal Mailing Fee:	1.00
	Estimated Total:	

Staff: _____
Date Sent: _____ (via mail or e-mail)

For Staff Use Only
Invoiced or Paid in Full: \$ _____
Date Picked Up: _____