

# Image Order Form & Use Agreement

## USE INFORMATION

Intended use: \_\_\_\_\_

Title of publication, presentation, exhibit, etc., where reproductions will appear:

\_\_\_\_\_

Author, editor or producer: \_\_\_\_\_

Publisher or production company: \_\_\_\_\_

*In accordance with the reproduction conditions set forth, I apply for permission to publish the described materials. (Sign below)*

Signature (REQUIRED)

Date (REQUIRED)

OFFICE USE ONLY • Ohio History Connection Authorization (Signature)

## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Unit/Department: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PAYMENT INFORMATION

Payment Amount (Grand Total from Page 2): \_\_\_\_\_ Tax Exempt? ☐ Yes ☐ No

Payment Type: ☐ Cash ☐ Check ☐ Credit Card\* ☐ Invoice

\*Credit card payments are submitted through the online Ohio History Store. A payment link will be provided when your order has been processed.

**Refunds:** Orders for service fees, microfilm duplication and custom digitization are non-refundable after files/products have been delivered.

## OFFICE USE ONLY

Fee Waiver: ☐ N/A ☐ Denied ☐ Approved ☐ Other: \_\_\_\_\_

Notes: \_\_\_\_\_

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## INSTRUCTIONS

Provide image name/description and image call number/file name (if known) for each item and indicate use type. Permissions are issued on a one-time, all-media use basis in accordance with the Conditions of Reproduction (Page 1). Permissions extend for the life of the project across all media (e.g. print, digital, in-context promotion). A separate use agreement must be made for any subsequent uses (e.g. different project or publication, new edition).

Complete Custom Digitization column if items do not yet exist in digital format. (Refer to table below for scanning costs.)

[illegible]

## DELIVERY TIMES

ITEM	SCHEDULE
Online digital files	5-10 business days
Custom digitization orders	30 business days
Audio, film & video reproduction	60 business days

Files will be delivered via secure online file-sharing service.

## CUSTOM DIGITIZATION

All custom digitization orders require a \$25 set-up fee.

ITEM	COST PER SCAN
Flat & bound, up to 11" x 17"	\$2
Flat & bound, 11" x 17" up to 20" x 30"	\$5
Flat & bound, larger than 20" x 30"	\$10
Audio, film, video	Inquire for pricing

**RUSH FEES:** For orders that are requested to be completed within 24 hours, contact [images@ohiohistory.org](mailto:images@ohiohistory.org) to discuss availability and pricing.

**SPECIAL ORDERS:** For object photography, large orders, mass media reproductions, merchandising or other uses not described above, contact [images@ohiohistory.org](mailto:images@ohiohistory.org) to discuss pricing.

## TECHNICAL SPECIFICATIONS

- All materials are scanned in 24-bit color at 100% of their original size and saved as uncompressed TIFF (Tagged Image File Format) files.
- Materials are scanned at a minimum of 600 PPI. Smaller formats may be scanned at higher resolutions in relation to the dimensions of the original materials.
- Any extensive photo editing that deviates from our normal specifications can be completed at a rate of \$75 per hour.