Microfilm Duplication Order Form

OHIO HISTORY CONNECTION

USE INFORMATION

Intended use: ☐ Personal research ☐ Library use ☐ Other: _____

CONDITIONS OF REPRODUCTION

1. **Payment and Refunds.** Prepayment in full is required unless an institutional purchase order form is submitted. Orders are non-refundable after delivery.
2. **Reproduction.** Microfilm will be supplied as positive film. Microfilm purchased from the Ohio History Connection may not be duplicated or resold. Microfilm may not be digitized without prior written consent from the Ohio History Connection.
3. **Warning concerning copyright restriction:** The copyright law of the U. S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to a photocopy or reproduction. One of the 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 make 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 copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

In accordance with the reproduction conditions set forth, I apply for permission to use the requested collections for research only and acknowledge any further reproduction of this material is prohibited without the express written permission of the Ohio History Connection. (Sign below)

_____ _____

Signature (REQUIRED) **Date (REQUIRED)**

CONTACT INFORMATION

First Name: _____ Last Name: _____

Company: _____

Unit/Department: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

PAYMENT INFORMATION

Payment Amount: _____ 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.

INSTRUCTIONS

Provide microfilm title or description and call number (if known) for each item. For fee questions, contact 614.297.2530 or **images@ohiohistory.org**.

MICROFILM NAME OR DESCRIPTION *(newspaper/record title and date range)*	CALL NUMBER *(if known)*	QUANTITY ($100/reel)	TOTAL
		Shipping (see below)	
		Tax (Ohio residents only: 8%)	
		Grand Total (REQUIRED)	

SHIPPING FEE SCHEDULE

REEL COUNT	COST
1	$5.00
2-15	$10.00
16-25	$15.00
26+	Inquire for pricing