



**Photograph Reproduction Order Form**  
 (please use blue or black ink)

Mail or submit this form to:  
**Corona Public Library**  
**Heritage Room**  
**650 S. Main St.**  
**Corona, CA 92882**  
**Phone: 951.279.3593**  
**Fax: 951.736.2499**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ floor/suite # \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_ x \_\_\_\_\_ Email: \_\_\_\_\_  
 Deadline for receiving photos: \_\_\_\_\_

**All reproductions are in a digital format. Reproduction fees are \$7.50 per photo. We retain all copyrights to any images reproduced for you.**

**Instructions:**

- 1) Fill out the appropriate Permission Form(s) and the Photograph Order Form.
- 2) Write in the Resource ID # of the photo you want reproduced. Because we only produce digital copies of photos in our collection; please write the digital format, resolution & size required for the digital reproduction. **Do not fill in the "Fee" column.**
- 3) Mail or submit this form & appropriate permission form to the address provided in the **red** box above.
- 4) We will contact you with the reproduction costs for your project. **Fees are non-negotiable & non-refundable.**
- 5) Fees must be paid prior to reproduction. Finished orders will be mailed to the address provided above.

	Resource ID # (Example: SHA-aaa-0001)	Format (tiff, jpg)	Resolution (300dpi)	Size (5" x 7")	Fee For Staff Use Only
1					
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11					
12					
Are there additional images on the back? Yes No			Express Mail? Yes No <i>This is an additional expense &amp; is not covered by the reproduction fee.</i>		
	Total Number of Images Requested on Page 1		Total Number of Images Requested (Requests from Pages 1 & 2)		
	Total Number of Images Requested on Page 2		Total Payable to <i>Corona Public Library</i>		

X \_\_\_\_\_

Please sign here to verify that you understand and agree to pay the fees for this project. Project will not be mailed until payment has been received.



**Photograph Reproduction Order Form - continued**

(please use blue or black ink)

	Resource ID # (Example: SHA-aaa-0001)	Format (tiff, jpg)	Resolution (300dpi)	Size (5" x 7")	FEE For Staff Use Only
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	<b>Total Number of Images Requested on Page 2</b>
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### Request for Permission to Publish Pictorial Materials

I hereby request permission to reproduce and publish the following pictorial items physically owned by Corona Public Library:

I wish to use the material for the following purpose (dissertation, book, article, film, exhibit, website):

I understand that the copyright law of the United States (Title 17, United States Code) governs the making of photocopies or of other reproductions of copyrighted materials. It is not my intention to publish or otherwise reproduce any of the materials listed on this form which are possibly subject to copyright without first having obtained written permission from (a) the copyright owner, the heirs, or assigns and (b) from Corona Public Library, owner of the original materials.

Subject to all specifications and conditions stated above, **ONE-TIME** permission to publish the designated materials owned by the Corona Public Library is granted. Repeat use of these materials is not permitted without written consent. Permission to publish is granted only insofar as the rights of the Corona Public Library are concerned. The Library can claim only physical ownership of the material; responsibility for identifying and satisfying copyright holders must be assumed by users wishing to publish this material. The following credit line must be used: ***Used by Permission of the Board of Trustees of the Corona Public Library***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Company name \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

I prefer to be contacted by  Phone  Email

**Office Use Only:** This form is to be accompanied by the **Photograph Order Form**. Patron must fill out the order form and a Heritage Room staff member will contact them with the final estimate of costs for their reproductions.

Permission to publish granted by (for the Corona Public Library):

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Reproduction of Images for Private Use, Scholarship, or Research

### WARNING CONCERNING COPYRIGHT RESTRICTIONS:

*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 in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for the 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 copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.*

### I wish to order or reproduce photographic reference copies of the following pictorial materials:

I understand that the copies I receive are not to be used for any purpose other than private use, scholarship, or research, as stated in the warning above. If the reference copies ordered by me are ultimately selected for publication, **I AGREE TO OBTAIN WRITTEN PERMISSION IN ADVANCE** from the Corona Public Library (a standard "Permission Form" is available for this purpose.) I further understand that any publication of library materials which may be subject to copyright will also require the permission of the current copyright owner(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Company name \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

I prefer to be contacted by:  phone  e-mail

**Note: PAYMENT MUST BE RECEIVED IN ADVANCE BEFORE THIS ORDER CAN BE PROCESSED.**

**For Office Use Only:** This form is to be accompanied by the **Photograph Order Form**. Patron must fill out the order form and a Heritage Room staff member will contact them with the final estimate of costs for their reproductions. Initial here to verify the form was completed: \_\_\_\_\_