

# Publication & Commercial Use Reproduction Request Form

[go.osu.edu/archives](http://go.osu.edu/archives) | [archives@osu.edu](mailto:archives@osu.edu)  
[go.osu.edu/oppa](http://go.osu.edu/oppa) | [archives@osu.edu](mailto:archives@osu.edu)  
[go.osu.edu/polararchives](http://go.osu.edu/polararchives) | [polararchives@osu.edu](mailto:polararchives@osu.edu)

*The materials in The Ohio State University Libraries' collections are open for research use, except where noted, or where restricted by law.*

## Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Company/Organization (if relevant) \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Shipping Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

## Researcher Information

Ohio State Faculty      Ohio State Staff      Department/Unit: \_\_\_\_\_

Ohio State Graduate Student      Ohio State Undergraduate      Major: \_\_\_\_\_

Visiting Scholar      Institution: \_\_\_\_\_      Position: \_\_\_\_\_

Other: \_\_\_\_\_

Research Topic/Purpose: \_\_\_\_\_

## Intended Use

Publication (book/e-book/textbook/periodical)      Website      TV/Video/DVD      CD/Audio      Exhibition

Other: \_\_\_\_\_

Check if use is scholarly      Check if use is non-profit

## NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of U.S. (Title 17, United States Code) governs the making of photocopies or other reproduction 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 specific conditions in 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 copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.**

The Ohio State University Libraries do not own the copyright to all of the materials in its collections. Copyright may belong to the creator, their estate, or assignee, although some materials may fall into the public domain. **User assumes full responsibility for any use of the materials, including but not limited to, securing appropriate permissions for use and publication of reproduced materials, and fully crediting sources as required in this Reproduction Request Form.** The Ohio State University Libraries do not make any representations as to the validity of third party copyright claims.

## Status of Requested Material

The Ohio State University Libraries Special Collections contain images, manuscripts and artifacts that tell a rich history of the individuals and institutions that have contributed their items to the collection. Due to the nature of these collections, copyright or other information about restrictions may be difficult to determine. For information about copyright, contact Ohio State University Libraries' Copyright Services [go.osu.edu/copyright](http://go.osu.edu/copyright).

To the best of your knowledge, please indicate the rights status of the requested material:

Work is covered by copyright and The Ohio State University is the copyright owner

Public domain

Ohio State does not own the copyright

## Required Citation

Material within The Ohio State University Libraries Archives should be cited as follows:

The Ohio State University Archives, Collection Name (Box/Folder number), "folder title."

Collection Name (Box/Folder number), "folder title" in the Byrd Polar and Climate Research Center Archival Program, The Ohio State University Libraries.

Collection Name (Box/Folder number), "folder title" in the Ohio Public Policy Archives, The Ohio State University Libraries.

## Requested Material

### Type of Reproduction

#### High-Resolution Scan

- Images will be scanned from the original at 600 ppi at 100% size, TIFF, RGB color unless otherwise specified.  
Please specify other requirements: \_\_\_\_\_
- Images used for reproduction, publication, broadcast, exhibition, or on the web must include proper credit which will be provided for the materials you have selected.
- Fee schedule cost:
  - Scan: \$60/scan
  - Scholarly or non-profit publication scan: \$10/scan
  - Image manipulation: \$50/hr.
  - Licensing fees may apply to works in which The Ohio State University holds copyright.
- If reproduction will be used in conjunction with The Ohio State University trademarks, requester will need to contact The Ohio State University Trademark & Licensing office.

Rush Order (3-5 business days), subject to availability. Contact library for details.



### Photocopy Reproduction **OR** PDF Scan

Black & White Photocopy

Color Photocopy

PDF Scan

- Cost is \$0.15/copy.
- For orders that exceed 300 photocopies or PDF scans, please contact staff.
- Images may be watermarked.
- Shipping fees may apply.
- Licensing fees may apply to works in which The Ohio State University holds copyright.

### Audio Visual Reproduction

- Vendor fees + 50%.
- Scholarly or non-profit publication cost is vendor fees + 10%.
- Licensing fees may apply to works in which The Ohio State University holds copyright.

### Additional Specifications/Instructions:

### Delivery for Image Reproduction:

File Transfer Service

- Recipient Email Address (if different from contact): \_\_\_\_\_

I assume full responsibility for conforming to the laws of copyright, libel, and literary property rights which may be involved in using any document. I have read, understand, and agree to abide by the terms set forth in this Publication & Commercial Use Reproduction Request Form. By signing, I warrant that the above information is accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_