

Archives & Local History Files Reproduction Agreement Form

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1. I hereby represent and warrant that I have read, understand and agree to Highland Park Public Library Policy 206: Archives and Local History Collections Policy.
2. Intended use is for:  
\_\_\_\_personal, educational, or research.  
\_\_\_\_other than personal use, such as commercial purposes, publication, media production, web/online, broadcast or exhibition.
3. Reproductions are provided for one-time use only. Additional use requires written permission from the Library Director or their designee.
4. All fees are non-refundable and require pre-payment in U.S. currency to the **Highland Park Public Library**.
5. Images used will be credited: Courtesy of the Highland Park Public Library. (For citation, see examples, p. 2)
6. Image composition will not be altered by the Library beyond standard cropping, resizing, or adjustments to image quality.
7. The Library's physical ownership of materials does not imply ownership of copyright. It is the requestor's responsibility to determine the copyright status of materials and obtain permission to use materials from the copyright holder.
8. The Library's reproduction of materials does not constitute or include: the rights to publish, reproduce, transfer, create derivative works, distribute, perform, publicly display, exhibit, or offer for sale any material, or portion thereof, subject to copyright in excess of fair use, as defined by copyright law, without the express permission of the copyright holder. The requestor is solely responsible for determining the copyright status. The Library is not liable for a requestor's use of materials in excess of copyright law.
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10. Materials cannot be borrowed for reproduction.
11. I fully and forever release and discharge the Library, its Trustees, Officers, Employees, or Agents and agree to indemnify, defend and hold them harmless from any and all claims, causes of action, losses, attorneys' fees, costs, or other damages resulting from, arising out of, or relating in any way to my use of any and all archives and files provided to me by the Library.

Requestor's name (please print) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Requested materials \_\_\_\_\_

Signature

I have read and agree to the "Reproduction Agreement"

Requestor's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

### Reproduction Fees

All fees are non-refundable and require pre-payment in U.S. currency to Highland Park Public Library. Please allow up to five (5) working days, from date of approval, for your reproduction request to be completed.

Photocopies            50 cents each (b/w or color)

Scanned Images        3 free scans per year, subsequent scans are \$5.00 per scan  
300 dpi, jpeg, transmitted via email or file transfer

### Citation examples:

Ravinia Woman's Club Records, Scrapbooks, Highland Park Archives and Local History Collections. Courtesy of Highland Park Public Library.

Corres. City Clerk Files, Box 1; Records, City of Highland Park. Highland Park Archives and Local History Collections. Courtesy of Highland Park Public Library.

Nafe, Miss Emilia, Local History Files. Courtesy of Highland Park Public Library.