



LancasterHistory

Image Reproduction Order Form—Personal Use

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Item number	Description	Format (TIFF, JPEG, Print - specify size)	Resolution (1200 dpi max)	Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal: _____

Order taken by: _____

Sales Tax: _____

Patron Notified/Order Mailed: _____

Credit Card # _____ Security Code _____

☐ Visa ☐ MasterCard ☐ AmEx ☐ Discover

Exp. Date _____

Name on card: _____

TOTAL: _____

Condition Agreement for Image Reproductions for Personal Use

1. User understands LancasterHistory reserves the right to refuse to: copy any item that may be damaged by the reproduction process; copy items that are restricted by copyright; limit the number of photographic copies, photocopies or scans; and charge different fees than those currently published by LancasterHistory.
2. User agrees that all reproductions of the Materials from the LancasterHistory collection can only be obtained from LancasterHistory. User agrees that reproductions taken from printed or electronic items not supplied directly by LancasterHistory are strictly prohibited.
3. User agrees to use the Materials only once.
4. User will not use or authorize others to use the Materials for any purpose whatsoever including all forms of publications, media, or exhibits.
5. User hereby agrees to indemnify, defend and hold harmless the historical society and its employees from and against all liability, whether legal or otherwise, including costs and expenses arising from use of the Materials, whether based on violation of rights of ownership, infringement of copyright or trademark, or invasion of the rights of privacy, law of libel or any other claim.
6. User has read and agreed to this LancasterHistory Condition Agreement for Image Reproductions for Personal Use.

Signature: _____ Date: _____

User's Name (Print): _____

Address: _____

Telephone: _____ E-mail: _____

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 by 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 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.