

Tennessee State Library and Archives

403 7th Avenue North, Nashville, TN 37243-0312; Phone: 615-741-2764; Fax: 615-253-6471

Imaging Services Order Form

Date of Order: _____ **Company Name:** _____
Name: _____
Address: _____

E-Mail: _____
Telephone: _____ **Fax:** _____

TSLA Staff Use Only

Fillable? Yes No
 Date Received: _____
 Log-In Number: _____
 Receipt Number: _____
 Date to DWG: _____
 Initials: _____
 UPS/FedEx: _____

Payment Information (please do not include credit card numbers on this form)

Method of Payment: _____ State Edison Number: _____

Please provide: A description of image(s); title or name of image; print or negative number if known; and accession number if available; include photocopies when possible.

File Name/ Database Number	Negative Number	Description (Image/Image Title/Collection Name)	Print Size	Digital Image Size	Cost Per Line
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Scanning Instructions:

Preferred File Type: _____ Resolution (DPI/PPI): _____

Notes/Special Instructions:

TOTAL	(this page)	
SUBTOTAL	(other pages)	
RUSH	(see fee schedule)	
CDs	(\$1.00 each)	
DIGITAL DELIVERY		\$0.00
POSTAGE	(\$5.00)	
GRAND TOTAL	(all pages)	

DWG Use Only

Date Completed: _____
 Completed By: _____
 Entered in Database

Specify how each image will be used (Private use, Publication, Exhibition, Commercial, Video, etc.):

If the item will be used on the internet please provide the URL:

Publication or Media Information

Publication or Media Title: _____

Publisher: _____ Date to be Published: _____

I am aware of and hereby agree to abide by the conditions in this form and to use the credit line “**Courtesy of Tennessee State Library and Archives.**” I assume full responsibility in regard to copyright. It is understood that only one-time use rights are granted in all cases.

Name and Title (please print)

Signature

Date

Tennessee State Library and Archives (TSLA) in no way waives its right to future publication of the image(s) supplied to you or the right to grant others permission to use them. TSLA does not grant rights in perpetuity.

CONDITIONS FOR IMAGE USE

1. Images must be properly credited: **Courtesy of Tennessee State Library and Archives.**
2. Images may be resized for patron convenience. Images are not to be digitally manipulated or changed in any way without expressly noting “*Image has been altered from the original.*”
3. Images are to be used only once for the purpose listed on this form. Any subsequent or different use constitutes a re-use and must be applied for in writing subject to applicable fees.
4. Users assume responsibility for questions of copyright and invasion of privacy that may arise in the use of the TSLA image(s).
5. TSLA reserves the right to limit the number of copies; to restrict the use and reproduction of rare or valuable materials; to make special price quotations for materials involving unusual difficult in digitizing or scanning; and to charge a different fee than specified for such services.
6. The Tennessee State Library and Archives encourages the researcher to provide this repository with one complimentary copy of the finished work.